

Submitting a Pro Bono Project to probono.net/dc

The home page of www.probono.net/dc now features a “projects tool” that you can use to publish calls for volunteers: <https://www.probono.net/dc/projects/>. The tool is both easy to use and customizable. You can post anything from broad programs in need of a wide range of help to narrow projects looking only for volunteers with specific skillsets and experience. The most important benefit of this tool is that potential volunteers can filter projects by subject area, target population, skills required, and other criteria, resulting in fewer dead-end inquiries.

- **When should I use this tool?** To post persistent calls for volunteers.
- **When should I not use this tool?** To recruit for specific cases; to post paid job opportunities; to share sensitive information about clients.

How do I submit a project?

It's easy! From the Projects page click the button in the top right,  , or [click here](#). You can navigate to the Projects page from the homepage through the topbar menu by clicking “Volunteer” -> “Pro Bono Projects And Volunteer Opportunities”. The fields are mostly self-explanatory, but here are some tips:

- **Contact information:** The email address you provide will be the email address that receives responses when someone clicks the green “I’m Ready to Volunteer!” button.
 - Most opportunities are remote at the moment, but an address is still required to help volunteers find opportunities in specific jurisdictions. Even if not relevant, please put a valid D.C. address so that volunteers searching by location will find your opportunity.
- **Calendar Events:** If you have a clinic that hosts recurring events, it is best to post a project for the *clinic itself* and answer “yes” to the question about displaying events for the project on the calendar. Then you can submit specific clinics as calendar events linked to your project [see below for information about the calendar].
- **Additional details:** These are all the categories that will funnel volunteers towards or away from your project. *Try to be as specific as possible.* And remember- this is for volunteers, so think about your target audience and what they are likely to search for, not necessarily what is most technically correct.
- **Sign-up URL:** Use this if you have a specific link where volunteers can sign up. Be sure to include the <https://> in front of the link or you will get an error.
- **“Your Email”:** This email will not be made public. This just allows us to contact you if something goes wrong.
- **If you want to be able to edit or delete your own posts** you will have to sign up for an admin account and receive some advanced training. Please email rflexner@dcb.org to set this up.

I'm Ready to Volunteer!

Location
500 Indiana Ave NW
Washington, DC 20001
District of Columbia County
Organization
D.C. Bar Pro Bono Center
To Volunteer, Contact
Example Volunteer
555.555.5555
rflexner@dcb.org

Submitting to the Calendar

If you are hosting a training, networking, volunteer appreciation, or any other event related to legal services providers or pro bono service, remember to submit it to the calendar. This both helps organizations avoid scheduling events over each other and provides additional avenues for potential volunteers to find trainings or clinic events to attend. You can find the calendar here: <https://www.probono.net/dc/calendar/>

As with projects, anyone can submit an event. Just click the “Add an event” button from the calendar, or [click here](#). Most of the fields on the Event form are similar to the ones on the Project form, with a couple exceptions:

- **Related project:** As mentioned above, if the event you are submitting is related to one of your posted projects, you can associate the two with this drop down.
- **Parent and subevents:** To use this feature, you will need an admin account and some more training. Please email rflexner@dcb.org to arrange this.