

PROJECT DESCRIPTION FORM

(ALL SECTIONS IN THIS FORM MUST BE FILLED FOR PROJECT REVIEW AND APPROVAL)

Chapter: University of Toronto Chapter

Program year: 2025-2026

Project Name: Friends of Ruby Trans ID Clinic

Note: the project name should be concise, distinguishable from other projects, and easily identifiable for volunteers, partners, and clients.

SECTION A – ORGANIZATIONAL INFORMATION

1. **Name of Organization:** Friends of Ruby
2. **Mailing Address of Organization:** 489 Queen Street East, Suite 201, Toronto, ON M5A 1V1
3. **Website of Organization:** <https://friendsofruby.ca/>
4. **Type of Organization:**
 - ☒ Not-for-profit
 - ☐ Other please specify
5. **Brief overview of the organization's mandate (2 to 4 lines maximum):**

Friends of Ruby is dedicated to the progressive well-being of 2SLGBTQIA+ youth (aged 16-29) through mental health services, social services and housing. Our approach is comprehensive, involving mind, body and community – wherever you are on your personal journey. Our vision – a world where all 2SLGBTQIA+ young people feel validated, involved and empowered to lead healthier lives.
6. **Organization Contact Person**

Name: Ru Chan
Title: 2SLGBTQIA+ Youth Program Worker
Telephone Number: (416) 359-0237 (Drop-in landline)
Email Address: rchan@friendsofruby.ca
7. **Preferred mode of contact:** Phone ☐ Email ☒
8. **How often will the organization contact person be available to meet with the student(s)?** The organization contact person is available anytime Monday-Friday from 11am to 7pm, except for statutory holidays. The contact person is best reached through email and in-person during clinic sessions.

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9. Lawyer supervisor(s)

Note: For certain projects, students work with a roster of lawyers. In such instances, please include the information of all lawyer supervisors, and indicate who the lead lawyer/key point of contact is.

Type of Lawyer Supervisor:

Lawyer Supervisor - Insured

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Organization/Firm: Click or tap here to enter text.

Telephone Number: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

The lawyer supervisor is:

☐ Click to select drop down option

☒ **Other:** A roster of lawyers from PBSC's Trans ID Clinic Program Partner, Blakes LLP.

- 10. How often will the lawyer supervisor be available to meet with the student(s)?** This project is supervised by a roster of lawyers from Blakes. The lawyer supervisors will be available as needed, and at each clinic session, to provide supervision, guidance, and assistance to the student volunteers. The lawyer supervisors will attend all clinic sessions. The lawyer supervisors will also review and approve all final deliverables prior to use by the partner organization and/or clients. ***Note: the addition of any lawyers must be updated in this form, and requires the signature of a lawyer supervision agreement provided by PBSC.**

SECTION B – PROJECT INFORMATION

11. Please describe the project tasks:

Note: If there are multiple projects, please complete a separate Project Description Form for each project.

Friends of Ruby Trans ID Clinic

The Trans ID Clinic provides free legal information, form-filling services and referrals in a learning space that strives to be trans-positive, non-judgmental, anti-oppressive and inclusive. Launched in 2017 in Toronto with SKETCH Working Arts and Blakes, the Trans ID Clinic now runs in partnership with other local organizations in Victoria, Calgary, Edmonton, Windsor, Toronto, and Fredericton.

In January of 2021, PBSC and Friends of Ruby launched a new Trans ID Clinic. Following positive feedback, clinics have been hosted consistently throughout the year since then. We are now looking to continue clinic services in Fall 2024 and throughout winter 2025.

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PBSC law student volunteers and lawyer supervisors will work collaboratively to assist trans and gender diverse individuals with obtaining new pieces of identification. Initial intake is managed by Friends of Ruby, and all clinic sessions are hosted on pre-approved dates in conjunction with Friends of Ruby and PBSC.

For the 2025-2026 year, we are also planning to host co-working sessions where participants can fill in their forms together, with the assistance of lawyer volunteers and student lawyer volunteers who will be present during the workshop to assist. The goal of this workshop would be to create community support amongst trans youth who share the same goal.

Role of Student Volunteers

After the initial intake is conducted by Friends of Ruby staff, clients will be scheduled for an appointment at the Trans ID Clinic. Student volunteers will meet with clients remotely via Zoom or in person at Friends of Ruby from a private space on clinic dates. ***Student volunteers may be assigned to between 1 – 2 clinic(s) and 1 co-working session per month*** (this will depend on the number of clients booked in for each clinic session).

During the meetings, student volunteers will assist clients in filling out gender marker and name change applications for new identification and using the Volunteer Training Manual as a reference. Student volunteers will be assisted by a lawyer supervisor who will be present at the meeting, and will review, approve, and commission any final documents produced by the student volunteer.

It is anticipated that students will see two (2) clients per clinic, however this number may fluctuate depending on the capacity of the clinic and the needs of the clients.

Student volunteers will be expected to adhere to Trans ID Clinic Guidelines which will be provided in advance of the first clinic session.

During “off weeks” when the clinic is not running, students will support the research and the drafting of clinic materials, however this will depend on the needs of the clinic. Any materials containing legal information must be reviewed and approved by a supervising lawyer prior to use by the partner organization. Students will also be charged with doing any research on behalf of Clinic clients, though they will not be expected to do any follow-up which requires direct contact with the clients.

Project Lead

One returning student volunteer will be assigned to the role of Project Lead. The Project Lead will be responsible for communicating with [Name] (Blakes Lawyer Supervisor) and Ru Chan (partner organization contact) to confirm clinic participants in advance of each date. The number of student volunteers required for each clinic date can range from a minimum of two (2) to a maximum of three to four (3-4) depending on the number of clients scheduled for each date. This will also require ensuring that student has been assigned a lawyer supervisor.

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Role of Supervising Lawyers

Supervising lawyers from Blakes will attend clinic sessions with student volunteers on the clinic dates. Once a student completes a draft application with a client, the supervising lawyer will review the application for accuracy and approve the final deliverable produced by the student volunteer, including commissioning any necessary documentation. The supervising lawyer has final “sign-off” authority on applications drafted with the assistance of student volunteers.

During “off weeks” when the clinic is not running, students may have the possibility of supporting with research and drafting of clinic materials. Any materials containing legal information must be reviewed and approved by a supervising lawyer prior to use by the partner organization. Lawyers may also assist with additional research should a client have any questions pertaining to legal advice which require a follow-up session. The partner organization contact (Ru Chan) will be responsible for requesting specific lawyers should they need to follow up with clients regarding said inquiries. The partner organization contact will also be responsible for communicating sensitive information between the lawyers and clients (e.g., sending completed application forms).

All supervising lawyers will have completed the mandatory **Trans ID Clinic Training** which covered completing gender marker and name change applications, and trans competency training regarding working with trans folx. ***Supervising lawyers who did not complete this training are not in a position to supervise this project and should notify PBSC and Friends of Ruby immediately.***

Which types of law are used in this project?

Identification (ID).

12. What is the main project deliverable?

B. Completing client intake and assistance (e.g. completing client intake, providing client referrals, helping clients with their ID documents, etc.)

13. What is the project delivery format?

Hybrid

Please provide details (e.g. volunteers will attend the clinic once a week on Friday afternoons or weekly virtual bi-weekly meetings with the team):

Student volunteers will attend Trans ID Clinic sessions two Fridays of the month. Each Trans ID Clinic date will contain at least **one or two (1-2) in-person appointments** and **one or two (1-2) virtual appointment, depending on client scheduling. It is mandatory that each student attend at least one (1) in-person session for the duration of the 2025-2026 Trans ID Clinic, though accommodations can be provided if requested.**

Students will also attend a co-working session **in-person** to assist Friends of Ruby youth who are

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interested in working with others to fill in their Name Change and Gender Marker Change forms.
Attending this co-working session in-person is mandatory, but accommodations may be made if necessary.

On “off weeks” when the Clinic or co-working session is not happening, students will be responsible for doing research on behalf of clients should previous Clinic sessions require follow-up (for example, calling Service Ontario to confirm a question a client asked). This will be coordinated alongside the assigned lawyer supervisor for that session and the partner organization contact.

- 14. If you checked boxes A or C in question 12, above, do you consent to the Student Volunteer(s) sending to PBSC a copy of the project deliverable? Please note it is your responsibility to collect and retain any project deliverable or documentation required to carry out the work set out in this Form.** If you consent to PBSC saving a copy of the project deliverable (this strictly applies to Research and Public Legal Education projects), the documents will be securely saved and used solely for the purposes of monitoring the progression of the project, informing project development, and offering efficient continuity to returning projects, and will not be reproduced, shared, or used outside of these stated purposes.

- A. ☐ I consent to PBSC saving a duplicate of the project deliverable.
B. ☐ I do not consent to PBSC saving a duplicate of the project deliverable.

- 15. If you checked boxes B or C in question 12, above, what is your plan for distribution of PBSC’s Client Impact Survey?**

Note: PBSC’s Client Impact Survey is an important tool that allows our organization to measure client satisfaction and impact, report to stakeholders, and improve our programming. The Client Impact Survey is available through Qualtrics, which meets all federal and provincial privacy and security laws (data is stored in Canada).

- ☒ For client intake and assistance projects, the student volunteers will set aside time to share the Client Impact Survey hyperlink and QR Code at the end of client meetings.
☐ Other. If neither of the above options are an appropriate means of distributing PBSC’s Client Impact Survey for this project, please explain your plan for distribution.

Click or tap here to enter text.

- 16. A work plan is required for this project:** Yes ☐ No ☒

If yes, the student(s) must reach out to the lawyer supervisor, draft a work plan, and submit it by email to the Program Coordinator and the lawyer supervisor by November 1st at the latest. Please note that workplans are required for all legal research and writing projects.

Click or tap here to enter text.

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17. Do you have PBSC placements with students from any other PBSC chapter(s)?

If so, which chapters? Do the placements relate to the same project?

No.

18. What type of training will the organization provide to the student(s)?

Note: All first year PBSC volunteers and all volunteers working on research projects must also attend a PBSC/Thomson Reuters legal research strategies workshop.

All student volunteers will be expected to complete the following mandatory pre-recorded training in advance of volunteering on any clinic dates:

- **PBSC General Training:** training on PBSC's policies, ethics and professionalism, legal information vs legal advice.
- **PBSC Anti-Oppression Training Module:** pre-recorded training session and toolkit.
- **Trans ID Clinic Training:** Live virtual training on procedural elements of the clinic, name change and gender mark change applications, and trans competency training regarding serving trans folks.

19. How many students would you like assigned to this project?

1-3 total divided as follows:

2 student volunteers

1 Project Lead (returning volunteer)

20. How many hours per week will the student volunteer(s) be expected to work?

Note: PBSC students are expected to volunteer 3-5 hours per week. Additional hours are at the students' discretion, but at no time should the student be volunteering more than 10 hours per week.

For clinics, student volunteers will be expected to attend the clinic either in-person or remotely from. 3:45 p.m. – 6:15 p.m. eastern time during scheduled clinic dates. The clinics will start running on a biweekly basis but may increase or decrease based on the organization, clients' needs and student availability.

Clinics will adhere to the following schedule:

- 3:45 p.m. to 4:00 p.m. Clinic prep
- 4:00 p.m. to 6:00 p.m. – Students to meet 1-on-1 with participants for a maximum of 30 60 minutes. Students take lead, while lawyers advise. Hosts to take inquiries from either party and debrief with volunteers for 10 minutes if necessary.
- 6:00 p.m. to 6:15 p.m. - Debrief as needed

For in person clinics, student volunteers will be expected to attend in-person or virtually at Friends of Ruby during scheduled clinic dates which will not exceed 3-5 hours per week on a monthly or bi-weekly basis.

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Students will also be asked to come in for 2 hours on weeks when the Clinic is not running to assist with the co-working session, which will involve multiple clients coming in to assist one another and build community. Students will be in charge of making sure that clients do not expose sensitive information to one another, as well as fielding general questions that the clients may have.

During “off weeks” when the clinic is not running, students may have the possibility of supporting with research and drafting of clinic materials, however this can range from a commitment of 0 – 5 hours per week depending on the needs of the clinic.

21. Will the student(s) be expected to show up for regular shifts each week, or is the schedule flexible?

Clinic Dates: student volunteers will be expected to volunteer remotely or in-person on the scheduled clinic dates.

Co-working Dates: student volunteers will be expected to volunteer in-person on the scheduled clinic dates.

Off weeks: during weeks where the clinic is not running, student volunteers may complete any applicable work remotely.

22. Is workspace provided for the student volunteer(s) at your organization?

Variable. During virtual clinic dates, all tasks will be completed remotely. During in-person clinic and co-working dates, private space will be provided at Friends of Ruby for students and supervisors to meet with clients. All other tasks will be completed remotely. Students are expected to adhere to the procedures as set out in the Trans ID Clinic Guidelines which will be provided to students placed on this project.

23. Please list the devices and technologies the students will require to have at home in order to complete their volunteer work remotely (ex. Computer, Internet access, telephone, FaceTime, Zoom, etc.)

Computer, Phone, Internet access, video conferencing using the Zoom platform or MS Teams. All communication with clients must adhere to the requirements set out in the **Trans ID Clinic Guidelines**.

SECTION C – STUDENT REQUIREMENTS

24. Is there an expectation for the student(s) to be bilingual?

No, however additional languages are an asset.

25. Can first year law students volunteer for this project? Yes ☒ No ☐

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26. Please list any law school prerequisites required for this project. (e.g., administrative law, family law, immigration and refugee law.)

The following would be considered an asset, though is not required:

- Administrative law
- Human rights law
- Poverty law
- Clinical placement experience

27. Please list any other requirements or expectations for this project. (e.g., professional or academic background, experience, etc.)

Given the focus of the clinic, students that identify as trans or nonbinary are encouraged to apply. Selected students should be able to demonstrate ongoing and meaningful allyship with the trans community.

Additional assets include:

- Experience working with trans folks, youth, 2SLGBTQIA+ communities
- Clinical/client-facing experience
- Social work background
- A strong sense of anti-oppression principles

SECTION D – TO BE COMPLETED BY THE PROGRAM COORDINATOR

28. Which project model(s) most accurately describes this project? If the project has multiple activities, please choose a **maximum of 3** project models. In order to obtain the most accurate data, please only select the project models that describe the majority of the project's activities. If the relevant project model is not indicated below, please contact your Program Officer.

- ☐ Public Legal Education (presentations, workshops, podcasts, brochures, blogs, etc.)
- ☐ Research (memoranda used for internal purposes only)
- ☒ Client services (court forms, shadowing, mock hearings, intake, legal clinic, etc.)
- ☐ Other (please specify)

29. Which communities does this project serve? Please identify the top **3** communities that this project serves. Please choose the primary (1), secondary (2) and tertiary (3) communities served by writing 1, 2, or 3 next to the community. This will help us understand gaps in our programming, resource allocation and provide us with information for funding proposals and reports. We understand that due to the intersectionality of identities, it is difficult to rank the top three communities served. Please note that by ranking, you are not prioritizing any issues, or communities. If you would like to add any comments, please use the comment box below.

1. Trans and gender diverse individuals
2. People living in poverty
3. Homeless & marginally housed

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Comments:

Enter text

For internal Chapter use

Project reviewed and approved by the PBSC Chapter On-site Supervisor

On-Site Supervisor Signature

Date

Note: A final/complete copy of this Project Description Form must be provided to the Organization Contact Person, Lawyer Supervisor(s), Student Volunteer(s) and Program Officer at National Office.