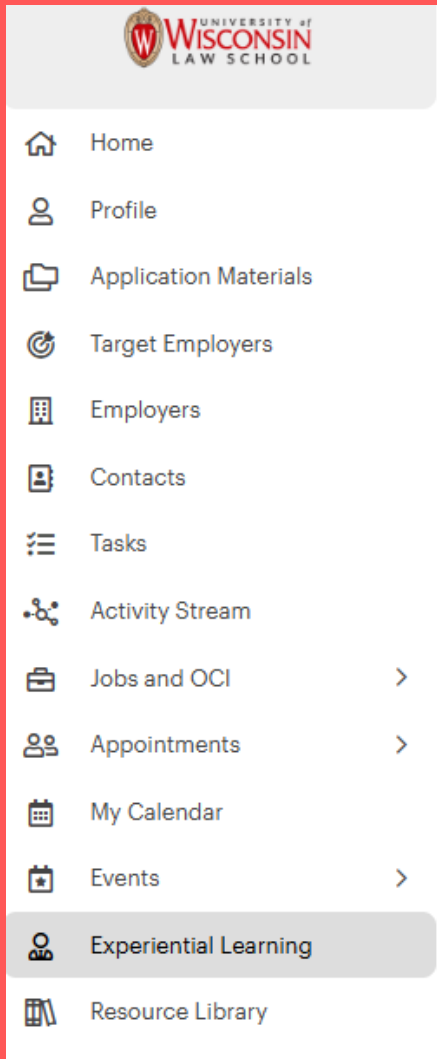


LOGGING PRO BONO HOURS IN 12TWENTY

Click on Experiential Learning on the lefthand home panel...



...then click the blue “+ New Experience” button on the top right.

+ New Experience

Complete the Form: Basics

Employer: Begin typing the Employer name in the text box. It will auto populate with names of Employers based on just a few letters. Select an employer from the drop-down list. All pre-approved pro bono hosts already exist in 12twenty. You should NOT add a new employer.*

Experiential Learning Type: Select Pro Bono from the drop-down menu.

Address/Country: You can leave blank.

Pro Bono Type: Select from the drop-down menu.

**If your project is not sponsored and approved by UW Law’s pro bono program, you must complete the External Pro Bono Project Proposal form →*



Complete the Form: Supervisor

Supervisor

Contact*

-- Select a Contact --

-- Select a Contact --

Megan McDermott (Legal Action of Wisconsin - Pro Bono Debtor Rights Program)

+ New Contact

When

Start Date

End Date

MM/DD/YYYY

Contact: Select the site supervisor for your employer from the drop-down menu. The correct supervisor should already be listed based on the employer you selected in the section above.

Complete the Form: When

When

Start Date

09/01/2025

End Date

12/15/2025

Academic Term*

Fall 2025

What year was this?*

3L

Start and End Dates: You do not need to be exact, just estimate.

Academic Term/Year: Select from the drop-down menu. Then click SAVE.

Click the blue "Submit" button in the top right corner. That will change the status from DRAFT to IN PROGRESS. Now you can add hours.



Click the phrase "Back to List".

Click on the employer name again. Click the Hour Log tab.

Details Hour Log Documents and Forms

Add Hours. You must log each date's hours as a separate log. You cannot select a single date and add all your hours for an entire semester.