



**Law Firm Information Sheet for PBCBA  
Diversity Internship Program**

On behalf of the Palm Beach County Bar Association's ("PBCBA") Committee for Diversity and Inclusion, we invite your firm or agency to participate in our summer **Diversity Internship Program** ("Program") for law students. The Program offers diverse law students practical exposure and meaningful work experience with the state and federal judiciary, government agencies, and private law firms and companies in Palm Beach County.

PBCBA solicits applications from diverse students at all Florida law schools and select law schools outside the state. The deadline for students to apply to the Program this year is December 20. Following our initial screening interviews, we will forward to you applications and resumes of students who appear to be a good match in late January. At that time, you will select your preferred candidates for further interviews if necessary. Please make sure to return your applications soon to get first choice of the candidates. We expect to have all matches finalized by mid-March.

If your organization is unable to hire an intern but wants to support the Program financially, it may sponsor a diverse law student's internship with a government agency or the judiciary. We commit to subsidize those students in the amount of \$3,000 per summer.

Organizations interested in participating in or donating to the Program should email the application to Carla Tharp Brown at [ctbrown@palmbeachbar.org](mailto:ctbrown@palmbeachbar.org) by **November 20, 2024**. We look forward to your participation in and support of the Program.

Very truly yours,

Joanne O'Connor, Patricia Morales and Schnelle Tonge  
Co-Chairs, Diversity Internship Program

Tania Williams and John "Jack" Rice  
Co-Chairs, Committee for Diversity and Inclusion

**APPLICATION FOR PARTICIPATION IN DIVERSITY INTERNSHIP PROGRAM**

1. Participating Firm or Agency \_\_\_\_\_

2. Contact's Name \_\_\_\_\_

3. Contact's Phone \_\_\_\_\_

4. Contact's Email \_\_\_\_\_

5. Participation Type (Choose below)

a. I want to hire a Diversity Intern for the summer. \_\_\_\_\_

b. I will not hire a Diversity Intern but I want to make a contribution to the Diversity Internship Program in the amount of \$\_\_\_\_\_.

**Please email this form to Carla Brown at [ctbrown@palmbeachbar.org](mailto:ctbrown@palmbeachbar.org). If making a financial contribution, please return this form along with your check made payable to the Palm Beach County Bar Association and mail to P.O. Box 17726, West Palm Beach, FL 33416.**