

PROBONO[®]

P A R T N E R S H I P

Volunteer Lawyers Strengthening Nonprofits & Our Communities

ACC Connecticut In-House Paralegal Conference 2024

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What Is The Partnership's Mission and History?

- Enhancing the quality of life in communities in Connecticut, New Jersey, and New York by:
 - Representing 501(c)(3) nonprofits (no individuals) in connection with their business legal needs (no litigation matters); and
 - Making it as easy as possible to volunteer to assist these nonprofits
- The Partnership was founded by corporate counsel to facilitate volunteerism by in-house lawyers



About Our Clients

- Each nonprofit client screened to identify legal issues and determine eligibility:
 - Nonprofits that serve economically disadvantaged and traditionally underrepresented populations, working primarily in the areas of health and human services, community development, affordable housing, and neighborhood revitalization, as well as arts, civic, and environmental or conservation organizations
 - Expense of hiring legal counsel would significantly impact program delivery
 - The ability to work effectively with a volunteer

Who Can Volunteer?

- Lawyers with a CT/NJ/NY plenary license
- Lawyers with a CT/NJ/NY in-house license
- For NJ matters only, other lawyers who:
 - Complete our one-page certification form and
 - Provide us (1) proof of graduation from an ABA-approved law school and (2) a Certificate of Good Standing from another state or the District of Columbia
- **Paralegals, Compliance Staff, and other professionals (in partnership with a lawyer)**

The Partnership's Hallmarks

- Projects are generally **not time sensitive**
- Clients are thoroughly **screened**
- Continuous **support**, resources, and forms
- Professional **liability insurance coverage** for all volunteers
- **Discrete** and **manageable** projects
- Project **reassignment** if you get too busy – don't be afraid to tell us



Types of Matters

- Compliance
- Contracts
- Corporate structure/governance
- Dissolution and bankruptcy
- Employment/volunteer issues
- Fundraising/charitable solicitation laws
- Incorporation/tax exemption
- Intellectual property
- Lending/finance
- Merger/collaboration
- Real estate
- Tax
- Trusts and estates

Sample Contracts Projects

- Equipment lease agreements
- Release/waiver forms
- Special events contracts
- Contracts to retain a consultant
- Shared services agreements

Sample Corporate Projects

- Creation of corporate entities and subsidiaries
- Name change or filing d/b/a name
- Merger plan and negotiating its terms
- Corporate bylaws review
- Conflict of interest policies
- Board governance
- Dissolution

Sample HR/Employment Law Projects

- Immediate employee issues (e.g., potential termination)
- Employment manuals or personnel policies
- Harassment prevention training
- Separation agreements
- Properly categorizing workers as independent contractors vs. employees; exempt vs. nonexempt
- Issues such as leave administration, disability, staff restructuring

Sample IP and Website Projects

- Trademark registration of name and logo
- Terms of Use and Privacy Policy
- Protecting ownership of curriculum materials

How to Get Involved?

- Complete our new volunteer form. We send out our Volunteer Opportunity email every other Tuesday.
 - <https://probonopartner.org/attorneys-volunteers/become-a-volunteer-attorney>
- Pair up with a lawyer and volunteer for a project!
- If none of our current projects are of interest, let us know what types of projects you would be interested in. We will reach out when something becomes available.

For More Information

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