

PRO BONO PROGRAM OF THE KNOXVILLE BAR ASSOCIATION FOR NONPROFITS
ATTORNEY INFORMATION FORM

The Knoxville Bar Association and its participating attorneys recognize that many small to mid-sized nonprofit organizations have legal questions, but not the resources to retain legal counsel. Participating attorneys agree to provide up to one hour of pro bono legal assistance to 501(c)(3) tax-exempt organizations with a budget of \$1,000,000 or less. Through this partnership, nonprofit staff and boards are assured timely and accurate answers while providing attorneys with a satisfying but not overwhelming way to perform pro bono service. If you are willing to provide a one hour consultation to nonprofit organizations referred by the Knoxville Bar Association, please complete this form and return it to the address below.

NAME: _____

FIRM / CO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

EMAIL: _____

NUMBER OF HOURS WILLING TO PARTICIPATE PER MONTH: _____

Particular Areas of Practice Concentration:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

I am willing to provide one-hour consultations in the following areas:

Administrative

- _____ Administrative law
- _____ Conflicts of Interest
- _____ Dissolution
- _____ Fiscal agents
- _____ General contract law
- _____ Intellectual property
- _____ Liability issues
- _____ Lobbying
- _____ Mergers and acquisitions
- _____ Nonprofit incorporation in TN
- _____ Tennessee tax laws
- _____ Obtaining 501(c)(3) status from IRS
- _____ Real Estate
- _____ Real Property

Financial

- _____ Charitable contributions
- _____ For-profit subsidiaries
- _____ Unrelated business income tax

Personnel

- _____ Americans with Disabilities Act
- _____ Employee benefits
- _____ Employment contract review
- _____ Equal employment opportunity
- _____ Family and medical leave
- _____ Hiring and firing employees
- _____ Personnel policies
- _____ Sexual harassment
- _____ Wage and hour compliance
- _____ Workers' compensation
- _____ Worker safety and health

_____ Other (please specify): _____

Would you be interested in serving occasionally as a presenter for regional workshops and seminars on issues of interests to nonprofits? _____ Yes _____ No (If yes, the Knoxville Bar Association will be in contact as needed.)

On what topics?

How did you hear about this Non Profit Program of the Knoxville Bar Association?

Are there other attorneys / firms you would suggest we contact?

NAME: _____

FIRM / Co.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

EMAIL: _____

Please return the completed for to:

Marsha Watson
Knoxville Bar Association
P.O. Box 2027
Knoxville, TN 37901-2027
(865) 522-6522
FAX: (865) 523-5662
mwatson@knoxbar.org

THE NON PROFIT PROGRAM
SPONSORED BY
THE KNOXVILLE BAR ASSOCIATION

The Knoxville Bar Association Access to Justice Committee has developed this program to support nonprofits in East Tennessee.

The Knoxville Bar Association and its participating attorneys recognize that many small to mid-sized nonprofit organizations often have legal questions, but not the resources to retain legal counsel. Participating attorneys provide up to one hour of pro bono legal assistance to 501(c)(3) tax-exempt organizations with a budget of \$1,000,000 or less. Through this partnership, nonprofit staff and board leaders are assured timely and accurate answers while providing attorneys with a satisfying, but not overwhelming way to perform pro bono services.

HOW IT WORKS:

1. Nonprofits with a budget of \$1,000,000 or less.
2. If the member organization is eligible and the question seems appropriate for the one-hour consultation, staff of the Knoxville Bar Association will contact an attorney in the appropriate area of law.
3. If the attorney agrees to speak with the nonprofit staff or board member, the Knoxville Bar Association makes the referral. The nonprofit is asked to wait 48 hours to allow the attorney to complete conflict-of interest checks within the law firm.
4. The nonprofit contacts the attorney who provides a one-hour consultation on a pro bono basis.
5. The attorney completes a short evaluation form and returns it to the Knoxville Bar Association.

For more information about this Pro Bono Program with the Knoxville Bar Association, please contact:

Marsha Wilson
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P.O. Box 2027
Knoxville, TN 37901-2027
(865) 522-6522
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