

THE NON PROFIT PROGRAM
SPONSORED BY
THE KNOXVILLE BAR ASSOCIATION

The Knoxville Bar Association Pro Bono 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 the Knoxville Bar Association Nonprofit Program , please contact:

Marsha Watson
Knoxville Bar Association
P.O. Box 2027
Knoxville, TN 37901-2027
(865) 522-6522
FAX: (865) 523-5662
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Non Profit Referral Form

Agency Name: _____

Contact: _____ Title: _____

Address: _____

Phone: _____ FAX: _____ Email: _____

Questions will be reviewed and referred to the appropriate type of attorney depending on the question. The nonprofit is asked to wait 48 hours to allow the attorney to complete conflict-of interest checks within the law firm. The nonprofit contacts the attorney who provides a one-hour consultation on a pro bono basis.

EXAMPLES OF ISSUES THAT NON-PROFITS NEED ADDRESSED

- Applying for 501(c)(3) status
- Corporation structure
- Employee law (job descriptions, dismissals, liability)
- General contract review (software purchase, grants)
- How to trademark a program
- Liability issues
- Policies and procedures review
- Lawsuits and initial response
- Help agency draft a consent form (for transporting clients)
- Changing by-laws
- Legality of managing volunteers
- Termination policies
- Changing legal name of corporation

Please describe your question:

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