

# LAWYERS CLEARINGHOUSE

Affordable Housing • Community Development  
Nonprofit Legal Assistance • Homelessness Prevention



## **Legal Assessment Program** **Application for Assistance**

This application is designed to provide the Clearinghouse with enough information about an organization and its legal needs so that an appropriate and effective referral can be made to one of our volunteer attorneys. Follow-up conversations are often needed to supplement the written application. There is an application fee of \$200.00 (for organizations with gross revenue under \$1M) or \$500.00 (for organizations with gross revenue over \$1M) due upon submitting application. If the application fee imposes a hardship on your organization, please let us know. Matching an organization with an attorney generally takes between 2-4 weeks. This fee will be refunded if we are unable to place your case with a pro bono attorney.

DATE OF APPLICATION: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

How did you hear about the Lawyers Clearinghouse? \_\_\_\_\_

Have you ever attended any of our legal seminars? If so, on what topics? \_\_\_\_\_

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**Please answer the following questions on a separate piece of paper.**

1. Please provide a brief description of your organization and its activities including its incorporation date.
2. Why is pro bono (volunteer) assistance needed?
3. Please complete the attached Disclosure Form.
4. Attached is a Document Request List. Please provide all documents to Lawyers Clearinghouse with your application. **LAWYERS CLEARINGHOUSE WILL NOT PLACE YOUR ORGANIZATION WITH AN ATTORNEY UNTIL IT RECEIVES THE REQUESTED DOCUMENTS.**

**Please mail, fax, or email this application, any attachments and application fee to:**

**The Lawyers Clearinghouse**  
**16 Beacon Street, Boston MA 02108**  
**www.lawyersclearinghouse.org**  
**617.778.1954 (t) 617.778.1955 (f) legalreferral@lawyersclearinghouse.org**

## DISCLOSURE FORM

If there are attorneys, accountants or auditors who have worked with the organization in the past that you would like us to contact to assist you with this project, please list their name(s) and contact information in the space below:

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If you are aware of a specific legal issue that needs to be addressed, please indicate the appropriate area of law to which the issue pertains by checking the relevant heading below and attach a brief description of the legal issue to this application:

- Corporate Governance or Board of Director Issues
- Contractual Issues
- Employment Related Issues
- Intellectual Property Issues
- Real of Leased Property Issues
- Compliance with Tax Exemption Matters
- Fiscal Issues
- Other (please attach a brief description).

BY SIGNING THIS FORM YOU ARE AGREEING THAT THE DOCUMENTS AND INFORMATION YOU HAVE PROVIDED AND WILL PROVIDE TO LAWYERS CLEARINGHOUSE MAY BE DISCLOSED TO ATTORNEY VOLUNTEERS, LAW FIRMS AND LEGAL DEPARTMENTS AT CORPORATIONS IN OUR EFFORT TO RECRUIT PRO BONO ASSISTANCE FOR YOUR ORGANIZATION. ALSO YOU AGREE THAT LAWYERS CLEARINGHOUSE MAY DISCLOSE THE ORGANIZATION'S NAME TO OUR FUNDERS. WE WILL NOT SHARE THE NATURE OF YOUR REQUEST. THIS INFORMATION IS SUBJECT TO THE ATTORNEY-CLIENT PRIVILEGE.

Signature: \_\_\_\_\_

By:  
Name:  
Title

Date:

PLEASE RETURN TO THIS FORM TO:

**The Lawyers Clearinghouse**  
**16 Beacon Street, Boston MA 02108**  
**[www.lawyersclearinghouse.org](http://www.lawyersclearinghouse.org)**  
**617.778.1954 (t) 617.778.1955 (f) [legalreferral@lawyersclearinghouse.org](mailto:legalreferral@lawyersclearinghouse.org)**

# Nonprofit Legal Assessment Program

## Document Request List

Please provide the following documents. If you are unfamiliar with any of them, cannot find them or are unsure if they exist, please let us know. This will not jeopardize the intake process. If you prefer, you can e-mail the documents or provide a link to the location of the documents online.

DOCUMENT	ENCLOSED	NOT FOUND	N/A
<b>LEGAL FORM AND CORPORATE GOVERNANCE</b>			
Articles of organization and any amendments thereto			
By-laws and any amendments thereto			
Written mission statement			
List of jurisdictions in which organization is qualified to do business			
Certificates of good standing for each of the above jurisdictions in which organization is qualified to do business			
List of all current board members and officers with addresses, email, and phone number and director and officer questionnaires, if any			
Copy of minutes and resolutions from all board and committee meetings for the last three years			
Committee charters/descriptions and a list of the directors comprising each committee			
Board and committee policy handbook and any supplemental education or training materials regularly provided to board members			
Copies of any agreements between the organization and its directors, officers and insiders (including written agreements as well as a description of any oral agreements).			
Documentation of any loans made to directors, officers, senior staff, etc.			

Agreements between the organization and any of its branches, subsidiaries, and/or affiliates that receive resources and or services from the organization			
Nonprofit Annual Reports required to be filed with the Massachusetts Secretary of the Commonwealth-Corporations Division for each of the last three years			
<b>INTERNAL CONTROLS AND PROCEDURES</b>			
Financial statements for the past three fiscal years			
Annual budgets for the past three fiscal years			
Conflict of Interest Policy			
Whistleblower Policy			
Code of Ethics			
Investment Policy			
Documentation of spending limit authority and check signing authority			
<b>EMPLOYMENT PRACTICES</b>			
Employee Handbook			
Executive Compensation Policies and Procedures and copies of any employee benefit plans (i.e. 401(k) plans, health plans, vacation plans)			
Employer Status Report-Form 1110-A filing with Division of Employment and Training			
Copies of any employment or contractor agreements with employees or contractors of the organization			
<b>INSURANCE</b>			
Copies of any insurance policies maintained by the organization, including any Director and Officer policies			

<b>TAX MATTERS</b>			
Tax exemption application (Form 1023), schedules, attachments and determination letter from the IRS			
IRS Form 990 for last three years			
Any applicable state income, property or sales tax exemption application and determination			
Any applicable state income, property or sales tax exemption application and determination			
<b>FUNDRAISING ACTIVITIES</b>			
State solicitation filing compliance records			
Annual Form PC Filing with Massachusetts Attorney General's Office (Last Three Years)			
Samples of any fundraising materials regularly used by the organization to solicit donations			
Samples of donor recognition correspondence			
Summary of fundraising activities of the organization			
<b>PRIVACY/DATA SECURITY/OTHER MATTERS</b>			
Written Information Security Plan (WISP) and any related materials			
Records Retention Policy and any related materials			
<b>MATERIAL CONTRACTS</b>			
Copies of all material contracts (including without limitation any agreements relating to the lease of real property)			