

Use Your Legal Expertise to Make a Difference

Volunteers and Interns

Help nonprofit clients with:

- » Classifying "Interns"
- » Employee vs. Volunteer Distinctions
- » Form Letter Agreements
- » Liability & Risk Reduction
- » Non-Discrimination/Harassment Policies
- » Personnel Policies
- » Screening & Application Process
- » Terminations
- » Volunteer Codes of Conduct
- » Young Volunteers

Visit www.lawyersalliance.org/lawyers.php to learn more about our pro bono program.



**Lawyers Alliance
for New York**

Connecting lawyers, nonprofits, and communities

For many nonprofits, volunteers are a critical component of the staffing structure, but organizations sometimes lack a solid infrastructure for selecting, supervising, and recognizing these workers. They may not be fully aware of the laws related to compensation, reimbursement of expenses, or other non-wage benefits. As a pro bono attorney, you can work with Lawyers Alliance to help nonprofits establish best practices and understand the legal implications of working with different categories of workers, including employees, volunteers, interns, trainees, and program participants receiving a stipend.

Pajama Program provides nurturing books and new sleepwear to needy children, many of whom are living in group homes or shelters. Volunteer chapter presidents and other volunteers staff 79 chapters nationwide. Lawyers Alliance pro bono attorneys worked with Pajama Program to create a comprehensive volunteer manual with specific responsibilities and expectations for volunteers at all levels. The new manual and volunteer procedures improved quality control in program delivery, enhanced communication among the national volunteer base, and is in use today by more than 500 volunteers.

LAWYERS ALLIANCE AND ITS VOLUNTEER
ATTORNEYS HELP NONPROFITS IMPROVE
LIVES IN NEW YORK CITY

Lawyers Alliance is pleased to direct you to our website. Visit www.lawyersalliance.org.

Pro Bono Tip

If your client engages volunteers who are likely to have unsupervised contact with the youth they will be mentoring, be aware that such volunteers should be screened to reduce the risk of liability for inappropriate volunteer conduct. The New York State Safe Mentoring Act permits, but does not require, nonprofits to conduct criminal background checks by fingerprinting prospective volunteers.

Web Tip

Find a Library of model documents and information about advising nonprofits in the Community Development and Nonprofit Law section of Probono.net. It is accessible at

www.probono.net/ny/nonprofit or through our homepage at www.lawyersalliance.org.



The Employment Law portion of this Library contains materials specific to nonprofits that work with volunteers.



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171 Madison Avenue
6th Floor
New York, NY 10016

