

Quality, Affordable Legal Services Make a Difference

Volunteers and Interns

Our attorneys help 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/nonprofits.php to learn more about our legal services for nonprofits.



**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. When it comes to compensation, reimbursement of expenses, or other non-wage benefits, the employment and tax laws contain traps for the unwary. Lawyers Alliance staff and pro bono attorneys can help nonprofits to 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 NONPROFIT
CLIENTS ARE WORKING TO IMPROVE LIVES
IN NEW YORK CITY

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

Program Tip

For nonprofits hosting summer or other "internships" for students, be clear as to whether or not the worker will receive or expects to receive any compensation, his or her purpose of working, and whether the nonprofit is offering a job or a volunteer experience. Generally, volunteers may receive reimbursement solely for minimal volunteer-related expenses.

Web Tip

Order Lawyers Alliance's publication *The Volunteer Workforce: Legal Issues and Best Practices for Nonprofits* online at www.lawyersalliance.org/publications.php



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