

LAW CLERK

Non-Profit PROJECTS



RESEARCH REGARDING TEXAS CAMPS FOR CHILDREN

FLAT FEE
\$100

PROJECT DESCRIPTION

I'm looking for an initial one-hour phone call with an attorney familiar with Texas laws applicable to children's camps. My client is starting a camp, and needs to be in compliance from the start.

PROJECT DETAILS

I've been helping this client with their application for tax-exempt status from the IRS, but need help with the specifics of running the camp. This project may expand in to other projects based on the call.

COMMENTS



EXCEEDED EXPECTATIONS

Lisa was great! She was able to quickly address the specific questions I had and get me back to work. I'm very glad I used her for this research.

NONPROFIT DISCLAIMER

FLAT FEE PROJECT DESCRIPTION

\$300

A member (client), a for profit entity, is starting a website from which to collect donations for a local charity, which is a non-profit. Two thirds of donations will go to the charity. One third will go to the website host for hosting and other administrative expenses.

Need a disclaimer for the website.

PROJECT DETAILS

See project description.

COMMENTS



EXCEEDED EXPECTATIONS

Kimberly provided me with a high quality work product. I was very pleased with her performance. She communicated well, asked good questions and timely submitted her draft.

I hope to work with her again.

501(C)(3) PREPARATION

FLAT FEE PROJECT DESCRIPTION

\$250

You did a great job on the last project and I was impressed with turn-around. Could you do something similar for formation of a nonprofit corporation? I will give you all of the information as well as examples of a nearly identical project we recently did.

It involves prepping bylaws and articles for filing with the Maine SOS, an SS-4 for us to get an EIN, a 1023-EZ checklist, conflict policy and disclosure form - all based on prior firm models.

Nonprofit to have no members, board of up to 5 directors, self perpetuating board as in model bylaws. Initially will have 4 directors whose names and contact info are in the file in an email from the client.

I can provide SS# and DOB for responsible party on SS-4.

PROJECT DETAILS

I will give you all of the information as well as examples of a nearly identical project we recently did.

It involves prepping bylaws and articles for filing with the Maine SOS, an SS-4 for us to get an EIN, a 1023-EZ checklist, conflict policy and disclosure form - all based on prior firm models.

I would like to send drafts to client for review Wed. night, in support of incorporation meeting to be held next week.

COMMENTS



EXCEEDED EXPECTATIONS

Great job producing multiple documents to my specs on a tight turn around. You saved me when I got slammed and had to do multiple things at once.

NON-PROFIT EMPLOYMENT GUIDANCE

FLAT FEE PROJECT DESCRIPTION

\$225

Need a "best practices" guide or checklist (with references to federal and state regulations) for the restructuring employment of an Oklahoma non-profit corporation. The Executive Director intends to eliminate certain positions effective July 1, and wants to make sure that the process is as neat as possible.

PROJECT DETAILS

Draft due Wed. 17, final due Wed. after that.

COMMENTS



EXCEEDED EXPECTATIONS

Very timely and thorough.

EMPLOYEE STOCK OPTION PROGRAM (ESOP)

FLAT FEE **PROJECT DESCRIPTION**
\$2,250

I have a client that requires a employee stock option plan to be drafted. More details to follow.

PROJECT DETAILS

The ESOP will be based on Delaware law. This is for an e-commerce company. The company has multiple employees, but the ESOP will be offered to only one (1) employee at first with the intention of offering an incentive to this employee to remain at the company since he is the key employee.

COMMENTS



EXCEEDED EXPECTATIONS

Jenny was an absolute pleasure to work with. Her work product is meticulous and well-drafted. Not only did she get everything to me on time, but she was more than willing to speak with me to share her wealth of knowledge about incentive stock plans. She educated me on the subject and answered all my questions. She made me look like a rock star! Jenny goes above and beyond because she has a real passion for the subject matter. I can't wait to add her to my team for my next employment matter.

SETTLEMENT OFFER LETTER

FLAT FEE **PROJECT DESCRIPTION**
\$300

I need a settlement offer letter directed to the Special Compensation Fund on behalf of my client.

PROJECT DETAILS

1. Client was subject to a work comp claim. On the day when the worker was injured, they were uninsured. When an employer is uninsured the Special Compensation Fund is tapped for the claim. The Fund settled.
2. Now by law the SCF comes after Client for reimbursement plus attorneys fees and penalty for not being insured.
3. My client is 100% grant funded. They don't really have much cash that is not restricted to the use it was granted for. So they can't afford to pay the \$200+K that they are being asked to pay.
4. Please prepare a letter offering to pay reimbursement in the amount of \$5,000. \$500 down and \$75/mo for 59 mo.
5. We need to explain the circumstances of the nonprofit - they are a neighborhood organization in one of the poorest areas of the city. They don't have individual gifts or unrestricted dollars that come in. They only have grant money. So although it looks like they have money based on their IRS 990 filings, that money cannot be used for anything other than the grant purpose and these funds are "restricted net assets" which can only be used for a particular purpose.
6. I'll upload the relevant documents. I have the petition for reimbursement from the SCF also, not scanned in yet, but you should be able to get started even without that.

COMMENTS



EXCEEDED EXPECTATIONS

Greg is a delight to work with!

JOB OFFER LETTER

FLAT FEE **PROJECT DESCRIPTION**
\$100

I need a few quick things:

1. Job description reviewed (and any problems noted in a short list).
2. An offer letter for the position (I have a half drafted doc).
3. Short bullet list of documents the client must collect and retain.
4. A short checklist of "be sure you're doing this stuff".

PROJECT DETAILS

My client is a small association. They hired an Executive Director on a contractor basis and now would like to make that person an employee. I've conducted a salary survey for their documentation purposes to meet IRS exec comp rules. Now they need the job description reviewed (it looks ok to me but I'm not an employment lawyer) and an offer letter prepared.

The employee is an at will employee, 50% part time Executive Director. They offer no benefits of any kind. They also are not offering any paid time off (is that ok?) Bear in mind that Minneapolis has a municipal ordinance about safe and sick time. I sent a note verifying this employee does not work in the city of Minneapolis waiting on the response.

I'll upload the documents I have and hopefully you can craft the offer letter with a few fill in the blank pieces (I've sent my client a list of questions about start date, when checks are to be issued, etc.)

Please review the job description, I'm sorry I don't have a Word version. You can comment on the PDF directly or OCR it and create a word doc to use tracked changes. Your choice. If there are any issues that need to be fixed or things to be added please advise.

For the bullet lists I'd just like a simple checklist written in plain English that I can provide to the client since this is their first employee. The second list should be things like "use a payroll processor, get unemployment insurance, etc."

I will send over my standards for drafting and formatting shortly. Thanks.

COMMENTS



EXCEEDED EXPECTATIONS

Nichole did a great job. She turned around high quality work in a short time window. I'd for sure hire her again!

COMMON LAW FORCE MAJEURE

FLAT FEE **PROJECT DESCRIPTION**
\$150

Basic research memo about force majeure in Minnesota.

PROJECT DETAILS

I have several clients who need to cancel out of contracts for upcoming events.

Some are further out in April / May (outside the current timeframe of Gov. Walz emergency shut down of public accommodations like bars and restaurants). I'd like to get a sense of the law in MN on force majeure including any common law remedies.

Many client contracts are silent and do not have a specific term. Yet one or both parties are unable to perform. But venue owners are trying to keep deposits, not refund full payments etc.

A basic summary of the state of the law in MN is what I need rather than applying to a certain set of facts. This doesn't have to be extensive, but anything about common law remedies is helpful - for when the clause is missing / contract is silent.

Please shepardize and include any relevant controlling cases (cites or PDF copies of the case is great).

COMMENTS



EXCEEDED EXPECTATIONS

Rachel is a great resource and I continue to utilize her for projects on a variety of topics.

SUMMIT OFFER LETTER

FLAT FEE **PROJECT DESCRIPTION**
\$150

1. Review job description and note any problems in a short list.
2. Finish up the offer letter for the position (I have a half drafted letter uploaded that just needs a little work).
3. Short bullet list of documents the client must collect and retain.
4. A short checklist of "be sure you're doing this stuff" (please feel free to build on / reuse docs from last time).
5. Complete DOLI notice form for client to present after acceptance of offer.

PROJECT DETAILS

My client is a small neighborhood association. They hired an Executive Director some years ago and have not had good HR processes and are trying to improve. I've conducted a salary survey for their documentation purposes to meet IRS exec comp rules. Now they need the job description reviewed and an offer letter prepared.

The employee is an at will employee, full time Executive Director. They offer no benefits of any kind. They also are not offering any paid time off.

I'll upload the documents I have and hopefully you can craft the offer letter with a few fill in the blank pieces - if info is missing point it out with a tracked changes comment.

Please review the job description and use tracked changes. If there are any issues that need to be fixed or things to be added please edit / advise in comments.

Update checklists document I've provided from our last project as needed.

COMMENTS



EXCEEDED EXPECTATIONS

I really enjoyed working with Kristen. She did a great job for me.

PERSONNEL POLICIES & PROCEDURES CREATION INTERVIEW

FLAT FEE **PROJECT DESCRIPTION**
\$375

Organizational Interview for Creating a Personnel Policies and Procedures Manual.

PROJECT DETAILS

Trying to create a system for interviewing nonprofit corporation clients who need a personnel policies and procedures manual. These organizations may have anywhere from 1 to 300 employees. They may have never had an comprehensive manual, or they may have a bunch of random policy documents that don't all hang together and its time to upgrade, and we may be making a new one from scratch and abandoning what they had before.

This project is to create a Word document interview of questions (including any if this, then that scenarios) for employers.

What would you need to know if you were creating the PPP manual? Build that interview - this will be the basis of (hopefully many) projects that will be outsourced to you or other team members.

Word document will ultimately be turned into a jotform online. Please be sure to indicate any conditional logic (if Yes, then ask that or don't ask all these other things, etc.) I don't need the Word doc to be fancy, just clear enough to build an online form from.

COMMENTS



EXCEEDED EXPECTATIONS

AmyAnn is fantastic to work with. She asks great questions and produces high quality work that needs little revision. She also has taken on my style requests as we've worked on subsequent projects. A++ :)

DEMAND LETTER

FLAT FEE PROJECT DESCRIPTION

\$175

I need a demand letter to request a refund of monies paid to a venue for an event that is cancelled due to COVID-19 and state shutdown.

PROJECT DETAILS

My client is an all volunteer nonprofit group that celebrates swing dance. They contracted with the venue to host their annual dance event / conference. The event brings in at least 1/3rd of the client's gross revenue each year. They have contracted with this venue for several years.

My client decided to cancel their event because of COVID and impending government shelter in place orders which were coming down the pipeline.

My client has paid the owner in full to the tune of \$14,000 due to the payment schedule you'll see in the contract.

The venue owner refuses to return any of my clients money for the event. My client cannot refund tickets sold without this refund, let alone survive the rest of the year.

The venue owner and my client have had several discussions where the venue owner indicated she would refund their money. Now she is refusing to do so and has dragged out the conversation to the point that my client is willing to spend money to try and recover some of the funds.

The client has also already contracted with the venue owner for 2021. They paid a \$1,000 deposit on that contract. The client does not want to host their event with the venue in 2021 and wants their deposit on that contract back as well. (I will get a copy of that contract but you can expect it is nearly identical to the contract for 2020 that I'm uploading).

I'm attaching a summary of force majeure law that I had another Lawclerk prepare which may be useful to you here.

My client is willing to take the venue owner to conciliation court if necessary, but would prefer to settle this now.

They also have a large mailing list of attendees and others that they will be forced to communicate to about why they can't refund anybody's ticket sales. The owner stands to get some very bad press if she does not come around on this.

My client is willing to take a partial refund, but I don't want to get them less than they deserve either.

The venue owner should be entitled to seek disaster relief and not take it out on my client who's been operating in good faith.

I'd like the tone of the letter to be iron fist in a velvet glove. Meaning take a kind tone and be empathetic that this is a hard time for the venue owner and that we sympathize and also are being devastated by the loss of revenue from not having the event...but then make it clear that we expect to get a refund and are optimistic we can avoid the expense and time that comes with taking this to court...that sort of thing. Then make a reasonable offer allowing her to keep both \$1,000 deposits.

COMMENTS



EXCEEDED EXPECTATIONS

Chris is great. I continue to go back to him again and again!

DEBT COLLECTION ASSESSMENT

FLAT FEE
\$100

PROJECT DESCRIPTION

Assessment of debt collection attempt and viable next steps.

PROJECT DETAILS

This is a continuation of the dispute regarding early termination by my client (a nonprofit) and a phone service provider.

The client did not respond to the phone service provider's demand for payment. Per our last project we submitted a complaint to the PUC. The complaint was denied. No communications have been received from the phone service provider in the weeks/months since I was last contacted by the phone service provider's counsel regarding their settlement demand.

No legal notices have been received regarding this debt.

My client sent a copy of a debt collection letter from Stark Collection Agency. They demand \$45.14 in payment. An odd amount considering the amount of the demand.

I did some basic research on Stark.

<https://www.hestark.com/>

and

<https://www.lemberglaw.com/the-stark-agency-collections-complaints-calls/>

Looks to be a legitimate collection agency. It feels like a scam though. We have previously discussed letting it go to collection.

Q. Is that still a good option?

Q. Exactly what will happen if they ignore this demand, in detail?

Q. What happens if they pay the \$45.14 - is that the end of it?

Q. How can they mail proof of a judgment when there's been no notice of a court action sent to my client or me?

Q. Anything else I should know?

COMMENTS



EXCEEDED EXPECTATIONS

Joseph is always fantastic to work with!