
MEMORANDUM

The Edyth Bush Institute for Philanthropy & Nonprofit Leadership at Rollins College (the “Institute”) maintains the Business Lawyers’ Pro Bono Project (the “Project”). The Project’s mission is to assist non-profit organizations in obtaining pro bono legal assistance from a business lawyer. Examples of this legal assistance include drafting or revising articles or bylaws, advising on governance issues, advising on real estate, employment law, intellectual property or grant compliance matters, negotiating or reviewing contracts, giving tax advice, and advising on the merger or consolidation of non-profit organizations.

In order to qualify for this legal assistance, a non-profit organization must meet both of the following eligibility requirements:

1. The organization must be a non-profit charitable, civic or community organization with a nonprofit search portrait at the Central Florida Foundation (hospitals, private schools, colleges, universities, foundations and places of worship are excluded from participating); and
2. A substantial percentage of the organization’s activities must provide direct services to persons of limited means living in Orange, Osceola, Seminole or Lake County, Florida, either directly, or through non-profit organizations that it serves. In addition, arts or cultural organizations that meet the criteria under (1) above may also be eligible.

The organization must complete a short application form, a copy of which is attached, and return it to the Institute at the below listed address. The Institute will review the information on this form and advise if the organization qualifies for legal assistance, and if one of the law firms that is participating in the Project is willing to perform the legal work that it has requested. If so, the Institute will advise the organization who to contact at that law firm. The organization should advise if that law firm is unable, for any reason, to represent it and the Institute will attempt to find another law firm that is participating in the Project to handle that organization’s legal matter.

If your non-profit organization qualifies and needs legal assistance from a business lawyer, please contact the Business Lawyers’ Pro Bono Project, care of:

Edyth Bush Institute for Philanthropy & Nonprofit Leadership
Rollins College
407-975-6414
ebi@rollins.edu

BUSINESS LAWYERS' PRO BONO PROJECT

NONPROFIT ORGANIZATIONS

APPLICATION FOR PRO BONO LEGAL SERVICES

ATTACH ADDITIONAL SHEETS WHEREVER NECESSARY.

1) NAME OF ORGANIZATION: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE/FAX: _____

E-MAIL: _____

2) NAME AND POSITION OF CONTACT PERSON AT THIS ORGANIZATION:

3) WHO ELSE MAY BE CONTACTED AT THIS ORGANIZATION FOR ADDITIONAL INFORMATION?
NAME AND POSITION:

4) DOES THIS ORGANIZATION HAVE A NONPROFIT SEARCH PORTRAIT AT
THE CENTRAL FLORIDA FOUNDATION?

YES NO

5) EXPLAIN HOW A SUBSTANTIAL PERCENTAGE OF THIS ORGANIZATION'S ACTIVITIES PROVIDE
DIRECT SERVICES TO LOW INCOME AND DISADVANTAGED PERSONS IN ORANGE, OSCEOLA,
SEMINOLE OR LAKE COUNTY, FLORIDA, EITHER DIRECTLY, OR THROUGH NON-PROFIT
ORGANIZATIONS THAT IT SERVES.

6) IS THIS ORGANIZATION AN ARTS OR CULTURAL ORGANIZATION?

YES NO

- 7) ATTACH COPIES OF THIS ORGANIZATION’S ARTICLES OF FORMATION AND BYLAWS
- 8) PROVIDE A SHORT STATEMENT OF THE LEGAL ISSUES THAT YOU WOULD LIKE ADDRESSED BY A BUSINESS LAWYER, AND LIST THE EXACT NAMES OF ALL OF THE PARTIES INVOLVED SO THAT LAW FIRMS CONSIDERING THIS ENGAGEMENT CAN CHECK IF THEY HAVE A LEGAL CONFLICT.

9) HAS THIS ORGANIZATION PAID FOR THE LEGAL SERVICES OF A BUSINESS LAWYER IN THE LAST THREE YEARS?

YES NO

10) HOW DID YOU HEAR ABOUT THE BUSINESS LAWYERS’ PRO BONO PROJECT?

BY YOUR SIGNATURE BELOW:

- (1) YOU AUTHORIZE (I) THE CENTER TO CONTACT THE CENTRAL FLORIDA FOUNDATION TO CONFIRM THAT THIS ORGANIZATION HAS A NONPROFIT SEARCH PORTRAIT, (II) THE CENTRAL FLORIDA FOUNDATION TO SHARE THE INFORMATION OF THE NONPROFIT SEARCH PORTRAIT WITH THE EDYTH BUSH INSTITUTE AT ROLLINS COLLEGE (THE “INSTITUTE”), AND (III) THE INSTITUTE TO SHARE THAT INFORMATION AND THIS APPLICATION WITH THE LAW FIRMS THAT ARE PARTICIPATING IN THE BUSINESS LAWYERS’ PRO BONO PROJECT.
- (2) YOU CONSENT TO THE DISCLOSURE OF YOUR NAME AND THE NATURE OF YOUR LEGAL MATTER TO THE LEGAL AID SOCIETY OF THE ORANGE COUNTY BAR ASSOCIATION, INC. SO THAT THE LAWYERS HANDLING THE MATTER CAN GET PRO BONO CREDIT FOR HANDLING THAT MATTER.
- (3) YOU AGREE TO COMPLY WITH THE “DONOR RECOGNITION GUIDELINES” IN ATTACHED APPENDIX “A”.

Signature: _____

Date: _____

Title: _____

APPENDIX “A”

Donor Recognition Guidelines

Thank you for working with the Business Lawyers’ Pro Bono Project (the “Project”) at the Edyth Bush Institute at Rollins College.

As part of our services to you, we want to give appropriate recognition to the law firms that are assisting you in your work. Therefore, we are asking you to take the following steps so that you appropriately recognize their help to your organization. Thank you for your help.

1. Find out how much legal work the law firm has donated to your organization during your fiscal year, and thank them for their in-kind donation. In addition, as a condition of receiving the assistance of the Project, we are asking you to acknowledge their donation to the same extent that you would acknowledge any other donation of a like amount. This is of course subject to the law firm’s wishes, so you should specifically ask the firm if it wishes to receive this recognition. Appropriate recognition should include:
 - If, for example, a law firm provides you with \$10,000 in free legal services, you should list them with any other donors who gave a similar amount to your organization during the year
 - If your organization recognizes in a special category donors who give over a specified dollar amount each year, such as benefactors, patrons or partners, the law firm should receive that designation once the value of its donated services reaches that level.
 - You should list them on your website, in your annual report, in your newsletter, or other publications in the same manner as comparable donors.
 - If you allow comparable donors to hyperlink to your website, you should offer the law firm the same opportunity.
 - If you host any donor recognition events, such as a dinner, or give any donor recognition awards, you should include the law firm to the same extent as comparable donors.
 - You should also try to cultivate the law firm as a financial donor to your organization.
2. Various trade associations and other groups will often give community service awards. If you are part of a group that makes such an award, consider nominating the law firm, if it meets the award criteria. Even if the law firm does not win the award, they will appreciate the fact that you valued their help enough to put their name forward for consideration.

Thank you for helping us recognize the services of the law firms who have so generously offered their help to organizations that provide services to the community.