



**CLINIC IN A BOX® PROGRAM – NONPROFIT POLICIES  
VOLUNTEER FREQUENTLY ASKED QUESTIONS**

**Q: What kind of training will I receive?**

A: The **Clinic in a Box®** Program – Nonprofit Policies is divided into two sessions. During the first session, experts from a law firm will provide training to the volunteers on anti-discrimination issues and the following key policies for nonprofits: Equal Employment Opportunity Policy and Non-Discrimination and Anti-Harassment Policy. In advance of the clinic, volunteers will also receive training materials. While reviewing the materials is not essential for participation, volunteers may find it beneficial.

**Q: Will I receive CLE credit?**

A: CLE credit is available for volunteers who participate in the training portion of the clinic.

**Q: What will happen during the client meeting?**

A: During the second session of the clinic, volunteers will meet with a representative from a nonprofit organization to review and draft two key policies – Equal Employment Opportunity Policy and Non-Discrimination and Anti-Harassment Policy – depending on the needs of the clients. Most volunteers will receive in advance of the clinic the name of their client and any materials the client submitted about its organization. Experts from a law firm will remain onsite to provide advice to the volunteers as they meet with their clients.

**Q: What kind of support will I receive onsite?**

A: In most cases, and depending on cancellations of other registrants, volunteers will work with other participating volunteers. Please keep in mind that volunteers *must participate in the first session* of the clinic in order to participate in the second session. In addition, lawyers from a law firm will remain onsite during the second half of the clinic to provide assistance as needed.

**Q: What about malpractice insurance?**

A: The host legal services organization will provide malpractice insurance coverage for volunteers.

**Q: I am busy—what kind of time commitment does participation in the clinic require?**

A: The Clinic in a Box® Program – Nonprofit Policies is a three-and-a-half hour commitment. The client meetings may not be long enough to fully review and draft all of the key policies with

the client and the client may require ongoing legal assistance. Volunteers are not required, but may have the option to continue to provide counsel to clients following the clinic.

**Q: How is the Clinic in a Box<sup>®</sup> Program – Nonprofit Policies different from the traditional Clinic in a Box<sup>®</sup> program?**

A: For those familiar with the Clinic in a Box<sup>®</sup> program, the format of the Clinic in a Box<sup>®</sup> Program – Nonprofit Policies is identical but the substance of the training received and assistance provided to the clients differs in that both focus on specific policies important to the client rather than a general legal assessment of the organization. During the traditional Clinic in a Box<sup>®</sup> program volunteers are trained on five areas of law important to nonprofit organizations or small businesses, namely governance, tax, employment, intellectual property, and real estate. Volunteers then use that information and a detailed checklist to conduct a legal audit of a nonprofit organization or small business. The Clinic in a Box<sup>®</sup> Program – Nonprofit Policies focuses instead on one or more particular topics. Volunteers receive detailed training on these specific topics and provide advice and assistance about those topics to their clients. At this Clinic in a Box<sup>®</sup> Program – Nonprofit Policies, volunteers will provide advice and assistance drafting the following key policies: Equal Employment Opportunity Policy and Non-Discrimination and Anti-Harassment Policy.

Developed by Corporate Pro Bono  
A global partnership project of the [Pro Bono Institute](#) and the [Association of Corporate Counsel](#)  
[www.cpbo.org](http://www.cpbo.org)

Copyright 2015 Pro Bono Institute  
CPBO<sup>®</sup> is a registered trademark of Pro Bono Institute