**NEW VOLUNTEER INFORMATION SHEET**

Thank you for your interest in volunteering for a matter with the Partnership! For our files, please provide us with the following information:

1. Name:

Title:

Company:

E-mail:

Phone number:

Address:

2. Ohio Bar Registration Number:

Are you in good standing with the Ohio Supreme Court? *Yes*  *or No*

Kentucky Bar Registration Number:

Are you in good standing with the Kentucky Supreme Court? *Yes*  *or No*

Other state(s) in which you are admitted:

3. In which of the following areas do you practice or have previous experience?

Bankruptcy  Incorporation and Tax-Exempt Applications

Bylaws Review  Insurance

Contracts  Intellectual Property

Corporate  Lending/Finance

Corporate Governance/Compliance  Litigation

E-commerce/Internet  Nonprofit

Employee Benefits  Privacy

Employment/Labor  Real Estate

Environmental/Land Use  Tax

HIPPA  Trusts and Estates

Immigration  Other

4. Are you a member of any nonprofit boards? If yes, on which board(s) do you serve?

5. Would you be willing to occasionally take “Resource Hotline Calls” (answering quick questions related to your area of practice)? *Yes*  *or No*

6. Would you consider presenting at a workshop geared towards nonprofits? *Yes*  *or No*

**\*\* Before volunteering, please read our Volunteer Guidelines on the next page \*\***

**VOLUNTEER GUIDELINES**

The Pro Bono Partnership of Greater Cincinnati greatly appreciates your interest in our volunteer opportunities. We ask that you review the following guidelines before taking a project.

1. Make sure that you will have no conflicts of interest.

2. Treat the client with the same dignity and respect that you would accord any other client.

3. Conduct all legal work in a timely manner and with the same degree of professionalism that you would accord any other client. A Partnership staff member will contact you periodically to see how the matter is progressing. *If you find that you are unexpectedly not able to devote sufficient attention to the pro bono matter, please contact the Partnership immediately.*

4. After the initial meeting with the client and the Partnership, you may consult directly with the client. However, please feel free to consult with the Partnership to review drafts, provide model forms, consult on nonprofit management and tax exemption issues, or to offer any other assistance you may need.

5. Keep track of the amount of time you work on the matter, and when the matter is completed, please let us know the time commitment involved.

6. In order to assist the Pro Bono Partnership in leveraging the impact of services provided by volunteers, we ask that you send us copies of significant memoranda or other documents prepared in the course of your representation that could be helpful for other clients.

7. Inform the Partnership when the matter is complete.

8. In the course of providing assistance, you may determine that this is the type of project that could benefit from an additional partnership with a private law firm or in-house counsel. Factors to consider include the complexity of the matter, the amount of work involved, the need for additional expertise, and/or deadlines. Please let us know if you feel that partnering with other counsel would be helpful for your project.

9. The Partnership strives to offer volunteers discrete and manageable pro bono projects. Accordingly, we inform our clients that you are helping with this particular matter only, and that all subsequent requests for assistance must come through our office. Should the client contact you directly in the future with other matters, please ask them to contact the Partnership.

**If any problems or questions arise in the course of representing your pro bono client, please contact the Pro Bono Partnership of Greater Cincinnati immediately.**