

Does your nonprofit or charity need a **LAWYER?**

Volunteer Lawyers Service provides free legal services to eligible Ontario nonprofit organizations and charities. Legal advice from a VLS lawyer can help protect your organization from potential pitfalls and limit risk.

VLS recruits lawyers who volunteer their time to help the charitable sector with their legal needs. Lawyers specialize in areas of business law relevant to nonprofit and charitable organizations such as incorporation, charitable registration, board governance, contracts, or trademark registrations.

See reverse for the **10-Point Legal Risk Checkup** to find out if your organization is in good legal health.

Lawyers giving back to the community. Call us today.



**Volunteer
Lawyers
Service**

www.volunteerlawyers.org
416-977-4448 ext. 228
866-466-7256 ext. 228 (toll free)

A registered Pro Bono Law Ontario project supported by the Law Foundation of Ontario.



Take the VLS 10-point Legal Risk Checkup:

Executive Directors and Board Directors of nonprofits and charities deal with legal issues on a daily basis – often without full knowledge of the legal implications of their decision-making. Use this Legal Risk Checkup to identify areas where you may need help.



- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Did you know that directors can be held personally liable for their actions on the board? Does your board know its duties and liabilities? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does your organization have sound administrative systems for proper fiscal control and audits, such as compliance with terms of grants? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. If you are a registered charity, are you meeting your disbursement quota and providing proper tax receipts for donations? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you have proper personnel policies in place and do you understand federal and provincial employment legislation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. If your organization enters into vendor contracts for purchasing goods, services, or equipment, do these contracts protect you in the event of a dispute or need for termination? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. If you use volunteers, do you have appropriate screening and security checks in place, especially if your volunteers work with children or vulnerable populations? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are your owned or leased facilities protected and in compliance with building code, insurance, zoning or other use restrictions? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. If you generate earned revenue such as ticket sales, fee for service or through a separate business entity, do you understand tax rules and the proper integration of these activities with your nonprofit status? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are your published or distributed materials properly protected from unauthorized use? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Is your organization in compliance with privacy legislation? Do you have a disclaimer and terms of use notice on your Web site? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered NO to any of these questions, consider whether free help from a lawyer could benefit your organization. Contact VLS today!

