



## **Pfizer Strategic Legal Thinking Seminars for Nonprofit Executives**



*Co-Sponsored by:*



### **Managing Volunteers: Understanding the Legal Impact**

**November 12, 2015**

**Location:**

**DLA Piper**

**1251 Avenue of the Americas**

**New York, New York**

**with videoconference sites at:**

**Atlanta, Austin, Baltimore, Boston, Chicago, Dallas,**

**East Palo Alto, Houston, Los Angeles, Philadelphia,**

**San Diego, San Francisco, Short Hills, Tampa, & Washington, D.C.**

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## Managing Volunteers: Understanding the Legal Impact

*November 12, 2015*

Every nonprofit relies heavily on the services of volunteers: Board members, tutors, mentors, little league coaches, office workers, committee members who organize the annual gala, and the people who serve coffee and donuts at your community events. But what are your legal responsibilities to your volunteers, and what are your potential liabilities because of actions taken by your volunteers?

This seminar will look at the legal differences between an employee and a volunteer and offer information to help nonprofits clarify the volunteer relationship. The seminar will discuss the legal issues involved in compensating a volunteer or reimbursing the volunteer's expenses—including whether such payments are subject to tax, how the nonprofit can avoid inadvertent problems under the wage and hour laws, and whether a volunteer can claim a tax deduction in connection with volunteering. It will also examine when a nonprofit can be held liable for a volunteer's actions, when a nonprofit may be liable to the volunteer, and ways to mitigate that liability.

This seminar is designed for executive directors, board members, human resource professionals, and volunteer managers.

**Moderator:** **Linda Manley**, Legal Director, Lawyers Alliance for New York

**Speakers:** **Erin D'Angelo**, Of Counsel, Labor and Employment Group,  
DLA Piper LLP (US)

**Judith Moldover**, Senior Staff Attorney, Lawyers Alliance for New York

**Regina Hopkins**, Assistant Director, D.C. Bar Pro Bono Center

**Ali Hodin-Baier**, Assoc. Executive Director for Programs, Volunteers and Evaluation, DOROT

### **Program (all times are Eastern Time)**

11:30 AM Coffee and Registration

11:50 AM Welcome and Opening Remarks

12:00 PM Employees and Volunteers—Understanding the Differences

1:00 PM Compensating Volunteers—the Do's and Don'ts

1:35 PM Break

1:50 PM Volunteer Liability—How to Protect Your Organization

2:45 PM Practical Issues in Managing Your Volunteer Program

3:30 PM Questions and Answers

3:45 PM Adjournment

# **CONFERENCE LOCATION & REGISTRATION INFORMATION\***

**Atlanta at:**

DLA Piper LLP (US)  
One Atlantic Center  
1201 West Peachtree Street, Suite 2800  
Atlanta, GA 30309-3450

**Austin at:**

DLA Piper LLP (US)  
401 Congress Avenue  
Suite 2500  
Austin, TX 78701-3799

**Baltimore at:**

DLA Piper LLP (US)  
6225 Smith Avenue  
Baltimore, MD 21209-3600

**Boston at:**

DLA Piper LLP (US)  
33 Arch Street, 26th Floor  
Boston, MA 02110-1447

**Chicago at:**

DLA Piper LLP (US)  
203 North LaSalle Street, Suite 1900  
Chicago, IL 60601-1293

**Dallas at:**

DLA Piper LLP (US)  
1717 Main Street, Suite 4600  
Dallas, TX 75201-4629

**East Palo Alto at:**

DLA Piper LLP (US)  
2000 University Avenue  
East Palo Alto, CA 94303-2214

**Houston at:**

DLA Piper LLP (US)  
1000 Louisiana Street, Suite 2800  
Houston, TX 77002-5005

**Los Angeles at:**

DLA Piper LLP (US)  
550 South Hope Street, Suite 2300  
Los Angeles, CA 90071-2678

**New York City at:**

DLA Piper  
1251 Avenue of the Americas  
New York, New York

**Philadelphia at:**

DLA Piper LLP (US)  
1650 Market Street, Suite 4900  
Philadelphia, PA 19103-7300

**San Diego at:**

DLA Piper LLP (US)  
401 B Street, Suite 1700  
San Diego, CA 92101-4297

**San Francisco**

DLA Piper LLP (US)  
555 Mission Street, Suite 2400  
San Francisco, CA 94105-2933

**Short Hills at:**

DLA Piper LLP (US)  
51 John F. Kennedy Parkway  
Suite 120  
Short Hills, NJ 07078-2704

**Tampa at:**

DLA Piper LLP (US)  
100 North Tampa Street, Suite 2200  
Tampa, FL 33602-5809

**Washington, DC at:**

DLA Piper LLP (US)  
500 8th Street, NW  
Washington, DC 20004

***If you are registering for NYC, please email by  
November 4th to:***  
**[nfpseminar@lawyersalliance.org](mailto:nfpseminar@lawyersalliance.org)**

**For outside NYC, please go to:**  
**<https://goo.gl/CH1Zfm>**

If you are attending outside NYC and have  
any questions, please contact: Lauren Paley  
at 202-737-4700 or email:  
**[cedinfo@dcbar.org](mailto:cedinfo@dcbar.org)**

**\* When registering, please include your name and the name and address of your organization**

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### Pro Bono Partners

#### Atlanta, Georgia

**Pro Bono Partnership of Atlanta:** Rachel Spears, Exec. Dir., 404-407-5059, [rachel.spears@pbpatl.org](mailto:rachel.spears@pbpatl.org)

#### Austin, Texas

**Texas C-Bar:** Frances Leos Martinez, Exec. Dir.; 512-374-2710, [frances@trla.org](mailto:frances@trla.org)

#### Baltimore, Maryland

**Community Law Center:** Kristine Dunkerton, Executive Director, [kristined@communitylaw.org](mailto:kristined@communitylaw.org), 410-366-0922,

**Maryland Volunteer Lawyers Service:** Richard Chambers, Com. Dev. Dir.; 443-451-4064, [richard@mvslaw.org](mailto:richard@mvslaw.org)

#### Boston, Massachusetts

**Lawyers Clearinghouse:** Machiko Sano Hewitt, Legal Referral Director, 617-778-1954; [msanohewitt@lawyersclearinghouse.org](mailto:msanohewitt@lawyersclearinghouse.org)

#### Chicago, Illinois

**Chicago Lawyers Committee for Civil Rights Under Law/Law Project:** Jody Adler Director; 312-939-3638, [jadler@thelawproject.org](mailto:jadler@thelawproject.org)

#### Dallas, Texas

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#### East Palo Alto

**Silicon Valley Community Foundation:** Mari Ellen Loijens, Chief of Staff, 650-450-5400; [mrloijens@siliconvalleycf.org](mailto:mrloijens@siliconvalleycf.org)

#### Houston, Texas

**Texas C-Bar:** Frances Leos Martinez, Exec. Dir.; 512-374-2710, [frances@trla.org](mailto:frances@trla.org)

#### Los Angeles, California

**Public Counsel Community Development Project:** Shashi Hanuman, Directing Attorney; 213-385-2977; [shanuman@publiccounsel.org](mailto:shanuman@publiccounsel.org)

#### New York, New York

**Lawyers Alliance for New York:** Jolynda Burton, Pro Bono Manager; 212-219-1800, [jburton@lawyersalliance.org](mailto:jburton@lawyersalliance.org)

#### New York, Conn. & New Jersey

**Pro Bono Partnership:** Marcia Levy, Exec. Dir.; 914-328-0674, [mlevey@probonopartner.org](mailto:mlevey@probonopartner.org)

#### Philadelphia, Pennsylvania

**Philadelphia LawWorks:** Stefanie Seldin, Man. Attorney; 215-523-9550, [sfseldin@phillyvip.org](mailto:sfseldin@phillyvip.org)

#### San Francisco, California

**Volunteer Legal Services Prog. /Bar Assoc. of SF:** Andrea Fitantes, Super. Attorney 415-782-9000, [afitantes@sfbars.org](mailto:afitantes@sfbars.org)

#### Tampa, Florida

**Bay Area Legal Services Community Counsel Program:** Susan Sandler, Project Director; 813-232-1222 ext. 116, [ssandler@bals.org](mailto:ssandler@bals.org)

#### Washington, DC

**D.C. Bar Pro Bono Center:** Lauren Paley, Project Coordinator.; 202-737-4700 ext. 3357, [lpaley@dcbar.org](mailto:lpaley@dcbar.org)

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