

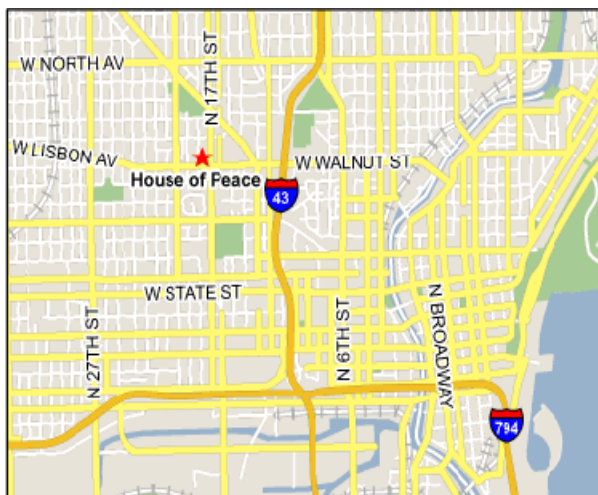
NONPROFIT LEGAL CHECKLIST

Does Your Organization:

- ◆ Follow the rebuttable presumption of reasonableness when approving compensation arrangements?
- ◆ Provide written acknowledgements for large donations or donations involving an item or benefit in return?
- ◆ Have the following policies: travel and entertainment expenses, conflict of interest, whistleblower, personnel, and document retention?
- ◆ Update its bylaws every five years?
- ◆ Post its Form 990 on its website?
- ◆ Register to solicit funds in Wisconsin or other states?

M-LINC Can Help Your Organization With These (and Other) Items

M-LINC's offices are located at Marquette University Law School and the program is funded in part by a grant from the Helen Bader Foundation.



M-LINC Monthly Clinic

House of Peace
1702 W. Walnut St., Milwaukee, WI
Second Wednesday of Each Month
From 3:00 p.m. - 5:00 p.m.

To Schedule an Appointment:
(414) 288-6331

Clinic hours may change due to holidays. Please call the number above to verify clinic schedule and to schedule an appointment.

M-LINC

Contact Information:

(414) 288-6331
(888) 530-5462
mlinc@marquette.edu
www.nonprofitlinc.org

Milwaukee Legal Initiative for Nonprofit Corporations (M-LINC)



MARQUETTE
UNIVERSITY
LAW SCHOOL

FREE Legal Advice & Educational Programs for Nonprofits

M-LINC can help your organization:

- ◆ Find a lawyer to answer legal questions for free, and
- ◆ Learn about legal issues important to many nonprofits

FREE Legal Advice

M-LINC can answer your organization's legal questions for free.

M-LINC's Director and Marquette law students pair eligible nonprofits with volunteer attorneys for FREE advice on discrete legal issues. Nonprofits may contact M-LINC regarding their legal issue via email (mlinc@marquette.edu), M-LINC's warm line at (414) 288-6331 or toll free at (888) 530-5462.

M-LINC also hosts a monthly walk-in clinic for nonprofit managers or directors who wish to discuss the nonprofit's legal issues in person. The monthly clinic is held near Marquette's campus at The House of Peace Community Center. Volunteer attorneys and law students will be available at the monthly clinic to advise nonprofits on legal issues. The clinic will be held on the second Wednesday of every month from 3:00 - 5:00 p.m. Please call M-LINC for an appointment.

Educational Programs

M-LINC hosts educational programs for nonprofit managers and directors. These educational programs cover important legal issues for small and mid-sized nonprofits, including:

- ◆ Employment Law Issues for Nonprofits
- ◆ Legal Issues in Fundraising and Revenue Generating Activities for Nonprofits
- ◆ Legal Issues in Managing Volunteers and Protections for Volunteers
- ◆ The Internet World: Legal Issues for Nonprofits
- ◆ Limits on Lobbying and Political Activity for Nonprofits
- ◆ Real Estate Law Issues for Nonprofits
- ◆ Update on Federal and State Reporting Requirements for Nonprofits
- ◆ Risk Management for Nonprofits
- ◆ Excess Compensation and Following the Rebuttable Presumption Procedure

Please see M-LINC's website at www.nonprofitlinc.org for more details regarding M-LINC's programs.

FREE Business Plan, Fundraising Tactics, Marketing Advice and Legal Audit

M-LINC coordinates a clinical program each semester that capitalizes on the expertise of professors, administrators and students at Marquette University's Law School, College of Business Administration, College of Professional Studies, and College of Communications.

Milwaukee area nonprofit organizations are eligible to apply for this service. The chosen nonprofit will receive FREE advice from Marquette professors, administrators and students on topics pertinent to the nonprofit's mission and specific needs. Possible advice may include new business and marketing plans, fundraising advice from Marquette fundraisers, and a legal review and audit by the law school team.

In addition to general advice, the nonprofit organization will receive a comprehensive planning report at the end of the clinical program. New applications will be accepted in August 2009.