

CLEARLY DEFINED POLICIES SAVE MONEY AND TIME AND ALLOW A NONPROFIT ORGANIZATION TO FOCUS ON ITS MISSION. Adopting and following good policies is the best way to ensure that your organization is operating in a professional, legal and efficient manner. Nonprofit Support Services has crafted policies that clearly and simply address both day-to-day concerns, as well as major opportunities and challenges for nonprofits.

These policies are critical to your organization because they:

- Improve legal compliance
- Support better risk management
- Enhance quality control
- Provide consistency
- Ensure fair and equal treatment
- Set clear organizational expectations
- Pass your organization's best thinking on to future Board members and staff



OTHER SERVICES AVAILABLE THROUGH NONPROFIT SUPPORT SERVICES:

NONPROFIT SUPPORT SERVICES, a leading nonprofit authority in the State of Oregon, can also help your organization with:

LEGAL ADVICE ON NONPROFIT LAW:

- Rules for Complex Contributions
- Creation of Endowment Funds
- Large Donations
- Use of Fiscal Sponsors

REGISTERED AGENT SERVICE:

- Corporate Status and Annual Renewals
- State and Federal Deadlines
- Current Reporting Forms and Instructions

EDUCATIONAL SEMINARS. We regularly present seminars to directors, members, staff and volunteers on a variety of topics including those listed in this brochure and in other areas of interest, such as:

- Foreign Activities
- Intellectual Property
- Maintaining Public Charity Status

NONPROFIT SUPPORT SERVICES is Oregon's foremost specialist in advising and providing legal services to nonprofit corporations. Our law office has been supporting the nonprofit community since 1987 and we represent thousands of nonprofit organizations in Oregon, throughout the United States and around the world.

INTRODUCING

Nonprofit Policy Packages

Assisting Nonprofit Organizations with Legal, Financial and Organizational Matters



NONPROFIT SUPPORT SERVICES

"HELPING THE PEOPLE WHO CHANGE THE WORLD"

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POLICIES EVERY NONPROFIT NEEDS

ORGANIZATIONAL POLICY PACKAGES.

Our policies draw on over 20 years of professional legal service to the nonprofit community. The packages include policies that are strongly recommended by the IRS, policies that are required by state and federal law and other policies critical for effective and legal operations. We help you customize each policy package to fit your organization's size, capacity, programs and governance practices and provide training on how to effectively implement the policies.

FINANCE:

- Fiscal Oversight
- Internal Controls
- Authorized Signers
- Banking and Budgeting
- Contracting
- Loans, Credit and Lending
- Restricted Funds
- Travel Reimbursement

PERSONNEL:

- Staffing, Hiring and Firing
- Grievance
- Employee Evaluation
- Employee Conflict of Interest
- Compensation
- Benefits

FUNDRAISING:

- Fundraising
- Gift Acceptance
- Pledge Forms
- Donation Receipt Forms for In-kind, Cash and Quid-Pro-Quo Contributions

BOARD:

- Election
- Board of Directors Statement of Agreement
- Board of Directors Job Description
- Formal Review of Form 990
- Board-Staff Communication

ADMINISTRATION:

- Conflict of Interest & Annual Disclosure
- Document Retention and Destruction
- Whistleblower

TRANSPARENCY:

- Public Disclosure of Documents
- Disclosure of Fraud
- Privacy

PROGRAMS & ACTIVITIES:

- Program Evaluation
- Strategic Planning
- Volunteer Screening Policy
- Volunteer Agreement

RISK MANAGEMENT:

- Risk Management Policy
- Insurance Policy

SCHOLARSHIPS:

- Scholarship Award -Public Charities
- Scholarship Award -Private Foundations

FOREIGN ACTIVITIES:

- Direct Foreign Activities Program
- Foreign Grants
- Anti-Terrorism Compliance

Package prices range from \$175-\$500. Each policy package includes attorney time to customize the policies to fit your organization, and train your board and staff for effective implementation.

Please visit our website for details:
www.Nonprofit-Support.com

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