

FIXED FEES

NONPROFIT ADVISOR SERVICE

Providing access to “in-house” counsel at an affordable, pre-set rate, these bundled services focus on those areas that historically have resulted in significant risk to nonprofit operations (claims, litigation, loss of tax exempt status and adverse publicity):

Governance bundle

Annual fee of \$3,500 includes:

- Unlimited telephone consultation
- 20 hours of legal services (for example, prepare and/or review minutes and corporate documents, contract review, evaluate insurance policies/coverage)*
- Statement of Information
- Annual Registration/Renewal Fee Report (religious organizations exempt)
- Annual training (client's choice from our list of offerings)
- Discounted subscription to Riskmanager.Net document management & training tool (10 users) (www.nonprofitpolicies.com)
- 20% discount on additional trainings, workshops, legal/risk management audit service and personnel policies & employee handbook package

HR & Risk Management bundle

Annual fee of \$5,000 includes:

- Unlimited telephone consultation
- 20 hours of employment and risk management services (for example, update policies and procedures, develop risk management programs, consultation on employment and risk management issues)*
- Personnel Policies and Employee Handbook (Basic)
- Annual workplace harassment prevention
- Annual training (client's choice from our list of offerings)
- Discounted subscription to Riskmanager.Net document management & training tool (10 users) (www.nonprofitpolicies.com)
- 20% discount on additional trainings, workshops, legal/risk management audit, Personnel Policies and Employee Handbook (Medium, Comprehensive, Customized)

* Work in excess of the included hours will be performed only with client's prior written approval and at a discounted rate of \$150 per hour. Litigation and certain travel expenses are not included in the annual fee and must be negotiated separately.

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HIRING TO FIRING WORKSHOP – PROCEDURES, PITFALLS & PRACTICALS

HR personnel get trained on the hiring process, performance reviews, disciplinary issues and terminations, including what's legal & what's not, do's & don'ts and more. Delivered at client's location with ***no limit*** on the number of HR personnel in attendance* (6 HOUR TRAINING)
Flat Fee: \$1,200

NONPROFIT FORMATION WORKSHOP: INCORPORATION to 501c3 STATUS

Participants will get help drafting articles of incorporation, bylaws and conflict of interest policy and completing Form 1023. The last hour covers governance issues, compliance with state and federal regulations affecting nonprofits, practical tips and pitfalls to avoid. Delivered at client's location with ***no limit*** on the number of participants* (6 HOUR TRAINING)
Flat Fee: \$1,200

HARASSMENT / DISCRIMINATION PREVENTION TRAINING FOR SUPERVISORS

Sexual harassment and discrimination prevention training for supervisors with e-curriculum and documentation of compliance with AB 1825 (Govt Code § 12950.1, also part of the California Fair Employment & Housing Act.) Delivered at client's location with ***no limit*** on the number of our client's supervisory staff, directors and officers in attendance* (2 HOUR TRAINING)
Flat fee: \$900

HUMAN RESOURCES, GOVERNANCE AND RISK MANAGEMENT TRAININGS

Stay up to date on governance and employment regulations so you can operate above reproach. Learn how to reduce risk in certain "hot spot" areas of operations. Training includes interactive discussion of real life situations with practical instruction based on current laws and best practices. Delivered at client's location with e-curriculum for each participant and ***no limit*** on the number of our client's directors, officers, employees and volunteers in attendance*
Flat Fee: \$750

- So You're On Board – Board Member Orientation & Training (3 HOUR TRAINING)
- Classification of Workers: Independent Contractor v. Employee, Exempt v. Non-Exempt & Why You Need To Get It Right (3 HOUR TRAINING)
- Harassment / Discrimination Prevention for Employees & Volunteers (1 HOUR TRAINING)
- Hitting the Road – Safety & Liability Issues (3 HOUR TRAINING)
- Property Safety – Slip, Trip & Fall and More (2 HOUR TRAINING)
- Background Checks – Know Your People (2 HOUR TRAINING)
- Working with Youth – Screening & Child Abuse Reporting (3 HOUR TRAINING)
- Pastoral Counseling – Situations & Solutions (3 HOUR TRAINING)
- Insurance Check-Up for Nonprofits (2 HOUR TRAINING)

* Client responsible for copying costs, to be discussed and agreed upon in advance. Alternate location can be arranged for an additional facility fee billed at cost. Locations outside of Los Angeles County are subject to a travel expense charge.