

FIXED FEES

NONPROFIT ADVISOR SERVICE - Access to "in-house" counsel at an affordable, pre-set rate, these bundled services focus on 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)
 - 20% discount on additional trainings, workshops, legal/risk management audit, Personnel Policies and Employee Handbook Package
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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 Package (Basic)
- Annual workplace harassment prevention
- Annual training (client's choice from our list of offerings)
- 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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Human Resources, Governance & 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)
- 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)
- Harassment / Discrimination Prevention for Employees & Volunteers (1 HOUR TRAINING)

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

- * 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.