



Pfizer Strategic Legal Thinking Seminars for Nonprofit Executives



Co-Sponsored by:



Managing Volunteers: Understanding the Legal Impact

May 22, 2012

Location:

Pfizer Conference Center

235 East 42nd Street , New York, NY 10017

with videoconference sites at:

**Atlanta, Austin, Baltimore, Boston, Chicago, Dallas,
East Palo Alto, Florham Park, Houston, Los Angeles, Philadelphia,
San Diego, San Francisco, Tampa, & Washington, D.C.**

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Managing Volunteers: Understanding the Legal Impact

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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: **Elizabeth Guggenheimer**, Deputy Executive Director, Lawyers Alliance for New York

Speakers: **Larry Miller**, Vice President & Associate General Counsel, Pfizer Inc

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

Hilary Harp, Deputy General Counsel, Habitat for Humanity International

Tamar Landes, Associate Executive Director, DOROT

Oonagh Puglisi, Manager, Corporate Responsibility, Pfizer Inc

Program (all times are Eastern Time)

10:30 AM Coffee and Registration

10:50 AM Welcome and Opening Remarks

11:05 AM Employees and Volunteers—Understanding the Differences

12:05 PM Compensating Volunteers—the Do's and Don'ts

12:25 PM Lunch

1:00 PM Volunteer Liability—How to Protect Your Organization

2:05 PM Practical Issues in Managing Your Volunteer Program

3:00 PM Questions and Answers

3:30 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

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33 Arch Street, 26th Floor
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Chicago, IL 60601-1293

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

East Palo Alto at:

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2000 University Avenue
East Palo Alto, CA 94303-2214

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Suite 100
Florham Park, NJ 07932-1039

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

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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

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
May 15th to:***

nfpseminar@lawyersalliance.org

For outside NYC, please go to:

<http://goo.gl/0wLFK>

If you are attending outside NYC and have any questions, please contact: Lauren Paley at 202-737-4700 or email:

cedinfo@dcbar.org

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

ABOUT PFIZER INC DLA PIPER LLP (US) AND THE PARTICIPATING PRO BONO PARTNERS

Pfizer Inc DISCOVERS, DEVELOPS, MANUFACTURES AND MARKETS LEADING PRESCRIPTION MEDICINES FOR HUMANS AND ANIMALS. OUR MISSION IS TO DISCOVER INNOVATIVE HEALTH CARE PRODUCTS THAT LEAD TO HEALTHIER, LONGER AND MORE PRODUCTIVE LIVES. SINCE PFIZER'S FOUNDING OVER 150 YEARS AGO, OUR COMPANY HAS BEEN BUILT ON A CULTURE OF CARING. OUR MISSION IS REFLECTED IN THE MEDICINES WE DISCOVER AND BRING TO MARKET, MEDICINES THAT SAVE LIVES AND ENHANCE THE QUALITY OF LIFE FOR MILLIONS OF PEOPLE AROUND THE WORLD. OUR LEGAL DIVISION CARRIES FORWARD THIS MISSION WITH ITS PRO BONO WORK. THE PFIZER LEGAL DIVISION PARTNERS WITH LAW FIRMS AND LEGAL SERVICES PROVIDERS TO BRING THE STRATEGIC LEGAL THINKING SEMINARS TO COMMUNITIES AROUND THE COUNTRY.

Pro Bono Partners

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Maryland Volunteer Lawyers Service: Richard Chambers, Com. Dev. Dir.; 443-451-4064, richard@mvslaw.org

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Lawyers Clearinghouse: Machiko Sano Hewitt, Legal Referral Director, 617-778-1954; msanohewitt@lawyersclearinghouse.org

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

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D.C. Bar Pro Bono Program/CED Project: Lauren Paley, Project Coordinator.; 202-737-4700 ext. 3357, lpaley@dcbars.org

DLA Piper has 4,200 lawyers working in 77 offices throughout the Americas, Asia Pacific, Europe and the Middle East, positioning us to help companies with their legal needs anywhere in the world. We draw on the knowledge of our locally and internationally trained lawyers advising on a broad range of matters including commercial, corporate, bankruptcy and restructuring, tax, finance, human resources, litigation, real estate, regulatory and legislative, technology, and media and communications. Our commitment to clients is matched by a commitment to give back to our communities. In 2011, approximately 87% of DLA Piper lawyers in the US worked on pro bono matters devoting more than 149,000 hours to the work. DLA Piper was awarded the 2011 ABA Business Law Section National Public Service Award for the breadth of its pro bono program, its sustained commitment to transactional pro bono, and its readiness to partner with other organizations; and the 2011 Pro Bono Institute's Corporate Pro Bono Partner Award to Verizon and DLA Piper for their collaborative effort to address veterans, education, and domestic violence issues through pro bono work.