



# COMMUNITY LAW CENTER

LAWYERS FOR NEIGHBORHOODS AND NONPROFITS

Effective May 2017

## Community Law Center Workshop Policy

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Community Law Center offers a variety of workshops for community leaders, on topics ranging from how to start and maintain a nonprofit organization in Maryland and capacity building for community associations to nonprofit finances and protesting liquor licenses. Check our website for information on specific workshops offered and the cost to attend.

### **Location**

Unless otherwise noted, workshops are held at Community Law Center's office in the Hampden neighborhood of Baltimore, at 3355 Keswick Road, Baltimore, MD 21211. We're on the second floor, in Suite 200 – take the stairs or the elevator up and make a left, and you'll see signs for the workshop.

### **Registration required**

Our in-person workshops have limited registration slots to allow time for questions and individual attention. Each workshop attendee must register and pay for the workshop online or by calling in advance. Registration often fills several days before a workshop. Walk-ins will not be permitted to attend, and must register for a future workshop.

### **If you miss the workshop or need to change your workshop date**

Workshops are intentionally small to allow for group discussion and provide time for individual questions. The workshops regularly fill up, and people are turned away once the workshop is at capacity. If you cancel or change your registration within 48 hours, the fee is non-refundable. If you do not attend the workshop you signed up for, the fee is non-refundable. To attend a future workshop, you must register again and pay the fee to attend that workshop.



## How to Start a Nonprofit Workshop Policy

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### **About the workshop**

Community Law Center offers educational workshops for community association and nonprofit organization leaders. Our **How to Start and Maintain a Nonprofit Organization** workshop is offered once a month, and covers the legal and practical considerations of forming and maintaining a nonprofit. For more information about our workshops, see <http://communitylaw.org/training-events/workshops/>.

### **Why to attend the workshop**

The How to Start and Maintain a Nonprofit Organization workshop provides information on how to start an organization – filing Articles of Incorporation, writing bylaws, and applying for 501(c)(3) tax exempt status – and how to maintain the organization’s legal status. If the organization is seeking legal assistance through Community Law Center with an issue related to organizational formation, attendance at the workshop is required before the organization will be assigned an attorney through Community Law Center.

### **Registration required**

This in-person workshop has limited registration slots to allow time for questions and individual attention. Each workshop attendee must register and pay for the workshop online or by calling in advance. Registration often fills several days before the workshop. Walk-ins will not be permitted to attend, and must register for a future workshop.

### **Cost to attend the workshop**

*If the organization has not applied for legal services with Community Law Center:*

The cost for one person to attend the workshop is \$65, which includes refreshments and a copy of the [How to Start a Nonprofit Organization in Maryland](#) manual. Each attendee must register and pay the \$65 fee. If two or more attendees will share a manual, the first attendee must pay the \$65 fee and additional attendees may pay a reduced fee (contact Community Law Center for more information).

*If the organization has already applied for legal services with Community Law Center:*

Attendance at a workshop is required for organizations that wish to be assigned an attorney for legal representation to help to start their organization. If a representative of the organization registers for a workshop simultaneously with submitting the organization’s Application for Legal Service, the registration cost for the workshop is included in the application fee. If the representative misses the workshop for which they registered, they must re-register, pay the \$65 fee, and attend a future workshop before the organization can be assigned to an attorney.

### **If you miss the workshop or need to change your workshop date**

Workshops are intentionally small to allow for group discussion and provide time for individual questions. The workshops regularly fill up, and people are turned away once the workshop is at capacity. If you cancel or change your registration within 48 hours, the fee is non-refundable. If you do not attend the workshop you signed up for, the fee is non-refundable. To attend a future workshop, you must register again and pay the \$65 fee to attend that workshop.