# Legal Essentials

**Brand:** Resources

**Product Code:** 10LEGESS1.0

**Price: \$124.00** 

## **Short Description**

Legal Essentials will help you, your board, and your staff gain a panoramic understanding of the legal issues important to your ministry.

## **Description**

This valuable resource for life-affirming ministries will help you establish and evaluate policies and procedures. *Legal Essentials*<sup>TM</sup> also is intended to be a reference for handling unusual circumstances that can arise in your center's operations.

A reality too often overlooked is anybody can sue anybody else for any reason at any time. The question is, "Can they win?" Using real-life examples and ministry-proven criteria, Legal Essentials is a legally sound, hands-on resource designed to help you set sensible policies and parameters, while giving you the framework to know when you need to seek legal help.

Many of the topics discussed in this manual are applicable for any non-profit organization, including pregnancy help centers, maternity homes, stand-alone post-abortion programs, adoption services, abstinence programs, and other pro-life ministries.

#### **Features:**

- Parameters for successful legal compliance.
- Real-life examples to help you protect your ministry.
- Criteria for evaluating when to seek legal help.

#### **Table of Contents**

Chapter 1 Tax–Exempt Organization

Section 1: Incorporation and Tax Exemption

Section 2: Political Activities of a 501(c)(3)

Section 3: IRS Tax Filings and Other Requirements

Section 4: IRS Disclosure Requirements

Section 5: State Tax Issues

Section 6: Excessive Compensation

Section 7: The Sarbanes-Oxley Act

Section 8: Mergers

**Additional Notes** 

# Chapter 2 Staff Management

Section 1: Recruitment and Hiring

Section 2: Application of non-discrimination laws

Section 3: Employee Selection and Screening

Section 4: New Employee Processing

Section 5: Wage and Hour Considerations

Section 6: Providing Leave to Employees

Section 7: Supervising Employees

Section 8: Conflict Resolution

Section 9: Discipline/Termination

Section 10: Additional Staff Management Issues

Section 11: Volunteers

**Additional Notes** 

#### Chapter 3 Board Duties and Responsibilites

Section 1: General Legal and Ethical Requirements

Section 2: Board Operations

Section 3: Limiting Liability

Additional Notes

### Chapter 4 Finances and Funding Program

Section 1: Financial Practices

Section 2: Fundraising Practices

**Chart: Charleston Principles** 

Section 3: Receipting Practices

Section 4: Charitable Campaigns and Government Grants

**Additional Notes** 

Chapter 5 The Four P's

Section 1: Protecting Personnel through Insurance

Section 2: Protecting Property

Section 3: Protecting publications

Section 4: Protecting Publicity

**Additional Notes** 

# Chapter 6 Reaching Clients

Section 1: General Principles of Client Marketing

Section 2: Yellow Pages Advertising

Section 3: Telephone/Hotline Protocol

**Section 4: Internet Communications** 

Additional Notes

## Chapter 7 Peer Counseling

Section 1: General Peer Counseling Guidelines

Section 2: Peer Counseling on Contraception and Abortion

Section 3: Peer Counseling on Adoption

Section 4: Post-Abortion Peer Counseling

Section 5: Infant Safe Haven Programs

Section 6: Beyond Peer Counseling

Section 7: Clients with Special Needs

**Additional Notes** 

# Chapter 8 Client Services

Section 1: Service Disclosures and Releases

Section 2: Pregnancy Tests

Section 3: Offering Medical Services

Section 4: Material Assistance

Section 5: Parenting Classes

Section 6: Childcare Services

Section 7: Client Contact Outside Center Premises

Section 8: Referrals

Section 9: Housing Clients

**Additional Notes** 

## Chapter 9 Confidentiality and Client Records

Section 1: Confidentiality Basics

Section 2: Exceptions to Confidentiality

Section 3: Special Cases Concerning Confidentiality

Section 4: Client Records

**Additional Notes** 

Appendix

Articles: Governance and Related Topics -503(c)(3) Organizations

TermiKNOWlogy - Bylaws

Understanding the IRS Form 990

To Be or Not to Be a Religious Non-Profit: That is the Question

Checklists and Charts: Auditing Practices Related to the New Form 990

Checklists and Charts: Child Abuse and Statutory Rape Reporting

Checklists and Charts: State/Local Law/Practices Checklists and Charts: Shepherding Home Providers

Forms: Adoption Agency Meeting Disclaimer Forms: Adoption Agency Meeting Disclaimer

Sample Articles of Incorporation

**Bylaws** 

Forms: Commitment of Care and Competence

Forms: Employee Evaluation

Forms: Employee Handbook Acknowledgement

Forms: Employee Self-Evaluation

Forms: Employment Separation Agreement

Forms: Furniture and Equipment Release from Liability
Forms: Media Consent and Release Form for Minors

Forms: Media Consent and Release Form for Non-Minors

Forms: Notice of Adverse Action

Forms: Notification and Authorization for a Credit Report

Public Information & Resources:

Public Information & Resources: Federal Enforcers Listing

Public Information & Resources: Child Abuse Reporting State Hotline Numbers Public Information & Resources: Annual Electronic Notice for Small Organizations Public Information & Resources: How to Obtain a CLIA Cert. of Waiver Brochure

Public Information and Resources: Safe Haven Laws in the United States Public Information and Resources: Useful Organizations and Websites

Sample Policies: Abuse and Rape Sample Policies: Compensatory Time

Sample Policies: Confidentiality

Sample Policies: Document Retention and Destruction

Sample Policies: Employee Handbook

Sample Policies: Suspected Misconduct, Dishonesty, Fraud, & Whistle-Blower Prot