

# How will you provide your 30 hours of *pro bono publico* service this year?

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Washington's Rule of Professional Conduct (RPC) 6.1 provides that "a lawyer should aspire to render at least thirty (30) hours of *pro bono publico* service per year." There are a number of ways that we can render this service and there are a number of resources that help us render this service more effectively.

## How to Serve

There are many opportunities to serve; several organizations can connect lawyers with these opportunities. These include your local and state bar associations. These are some specialty organizations that focus on the nonprofit sector. The Executive Alliance (<http://www.exec-alliance.org>) is a statewide organization that seeks to empower the nonprofit sector; many non-profits are members and the organization focuses on making the non-profit sector more effective. Another organization is as close as your telephone. Dial 211 and you will connect with the Washington Information Network's referral service. You can check it out online at (<http://www.win211.org>). If your interest is in serving art and artists, take a look at Washington Volunteer Lawyers for the Arts (<http://www.wvla.org>). If your interest is in community organizations, check the web site of the Washington Attorneys Assisting Community Organizations at (<http://www.waaco.org>).

## Management Resources

Once you choose your service opportunity and organization, you will find that your service opportunities will be wrapped in a number of managerial challenges. There are many resources available to help you and many of these will help you in your regular practice activities as well as your *pro bono publico* activities. An example of these is the Free Management Library at (<http://www.managementhelp.org>). There is a hypertext link on the left column of the home page that says How to Use It and that link is worth checking because there is a lot of valuable

material on this site--and not just for your non-profit or *pro bono* clients.

The non-profit-focused resources are also deep and helpful. Case Strategies for Nonprofits (<http://www.casestrategies4nonprofits.com>) has an impressive resources section (click on the Resources tab) that includes tip sheets, journal articles, and a comprehensive list of hypertext links. Tax return data from the IRS Forms 990 that non-profits file are available on the Internal Revenue Service site (<http://www.irs.gov>) and from Guidestar, a valuable information source on non-profits (<http://www.guidestar.org>). If you do not understand the data on the Forms 990, the Non-Profit Coordinating Committee of New York has a file online about How to Read IRS Form 990 available from its home page at (<http://www.npccny.org>). The Dorothy Johnson Center for Philanthropy and Non-profit Leadership offers a Non-profit Good Practice Guide online at (<http://www.npgoodpractice.org>). The web site Non-profit Risk (<http://www.nonprofitrisk.org>) has two helpful files available by clicking on Free Online Resources from the home page--a Business Continuity Planning Tutorial and Workplace Safety is No Accident--An Employer's Online Toolkit to Protect Employees and Volunteers.

Many local libraries have access to extensive collections or specialized local data. If you have a library card, you can log on to your local library's web site from any computer connected to the Internet anywhere in the world and access some proprietary sources on non-profits that would be expensive to access on your own. Since resources and accessible materials vary from library to library, get a card for your local library and find out what is available to you.

## **Computing Resources**

At some point in your non-profit service, you will probably be using a computer. You will be using it for communication and for database management. The most recent conference materials of the Northwest Technology Network--dealing with a number of current issues you will encounter--are available online at (<http://www.nten.org/ntc>).

The web site (<http://www.NpowerSeattle.org>) has three toolkits that will be of help-- one on Tech-Savvy Communications, one on Getting the Most from Your Decision--4 Steps to Selecting Donor Management Software, and one on Using Free Online Tools. At (<http://www.idealware.org/articles>), you can find details on A Few Good Email Newsletter Tools. You can get free hosting for your non-profit organization's web site at (<http://www.grassroots.org>).