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| **CLASSES & TRAINING PROGRAMS** |
| **Date:** Click here to enter text. |
| **Organization(s):** Click here to enter text. |
| **Mailing address:** Click here to enter text. |
| **Physical address:** Click here to enter text. |
| **Website:** Click here to enter text. |
| ***Please indicate main contact.***  **Name:** Click here to enter text.  **Title:** Click here to enter text.  **Phone Number (s):** Click here to enter text.  **E-mail:** Click here to enter text. |
| ***Please mark the topics of interest or describe below.***  **Legal Duties of a Director on a Nonprofit Board**  Learn about the basic roles, responsibilities, and liability issues facing a board of directors; protections and preventions, and public official requirements (charter schools).  **Governance – Legal Requirements**  Understand articles of incorporation, basic tax-exempt laws, bylaws, public meeting law, conflicts of interest, IRS and Oregon Dept. of Justice recommendations.  **Governance – Effective Practices**  Discuss practical concerns such as effective meetings, clarity on decisions, micro-managing, clarifying board expectations, officers, committees, board/staff relationships, board policies (IRS recommended policies).  **Tax-Exemption Issues**   Learn about lobbying and political activity, business activities, unrelated business income, excess benefit rule (with conflict of interest).  **Charter School Law**   Understand your charter, public meetings and public records, public contracting, and public officials.  **Fundraising**   Know the legal requirements for reporting and disclosure, methods of fundraising, bingo and raffles, gaming, internet solicitation, gift acceptance policies, planned giving and endowment funds.  **Employment Laws**   Many topics including personnel policies, job descriptions, performance evaluations, liabilities, employment taxes, independent contractor/employee, recent legislation.  **Current Legal Issues for Nonprofits**   Brings you up-to-date on changes in legislation and regulations affecting the operation and governance of nonprofit organizations.  **Starting a Nonprofit Organization**  Steps to starting a nonprofit organization and obtaining tax-exempt status. |
| **Other topics of interest for Training:** Click here to enter text. |
| **Who will be participating (for example, board, staff, and volunteers)?**  Click here to enter text. |
| **Approximately how many will attend?** Click here to enter text. |
| **How long of a training do you anticipate (i.e., 2 hours or half-day or several days)?**  Click here to enter text. |
| **What is your expected timeline?** Click here to enter text. |
| **Is this grant funded?** Click here to enter text. |
| **Any other information to share about your training expectations:**  Click here to enter text. |