



Pfizer Strategic Legal Thinking Seminars for Nonprofit Executives



Co-Sponsored by:



SPECIAL EVENTS: What Are the Legal Issues Your Nonprofit Needs to Know?

April 3, 2013

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, Seattle, Tampa, & Washington, D.C.**

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Gala dinners, walk-a-thons, local and national service days, concerts, conferences and other special events can raise funds and increase awareness and excitement for your organization's work. They are also a helpful strategy to recognize existing donors and reach additional supporters. Hosting a successful special event - one that meets your participation and financial goals - requires significant time, energy and planning, as well as a careful consideration of relevant legal issues.

This Strategic Legal Thinking seminar will review the legal issues that your organization may face in connection with its next special event. Your organization will need to know the state requirements that apply to organizations that solicit donations in connection with the event or hold gaming activities such as raffles and casino nights. It should understand the IRS rules for when participants may claim a tax deduction for cash or in-kind gifts made in connection with the event, and when and how you can recognize event sponsors without running afoul of IRS rules. It will discuss the compensation, contract and other legal questions your organization may encounter when dealing with employees, contractors or special event volunteers. The seminar will cover these topics and present information about how to help ensure that nothing happens that could cause liability for your organization. We also will hear from an experienced nonprofit executive about some of the practical issues that arise in connection with planning and hosting special events.

This seminar is designed for executive directors, fundraising professionals, board members, and other nonprofit staff and volunteers responsible for planning special events.

Program (all times are Eastern Time)

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| 10:30 AM | <i>Registration and Networking</i> |
| 10:50 AM | <i>Welcome and Opening Remarks</i> |
| 11:00 AM | <i>Complying with State Charitable Solicitation Rules</i>
Tracy Boak, Of Counsel, Perlman & Perlman LLP |
| 11:45 AM | <i>Managing Employees, Contractors and Special Event Volunteers</i>
Judith Moldover, Sr. Staff Attorney, Lawyers Alliance for New York |
| 12:20 PM | <i>Understanding the IRS Rules Regarding Tax Deductibility and Donor Acknowledgement</i>
Elizabeth Guggenheimer, Deputy Executive Director, Lawyers Alliance for New York (also Moderator) |
| 12:50 PM | <i>Lunch</i> |
| 1:20 PM | <i>Corporate Sponsorships and Engagement—The IRS's Rules of the Road</i>
Anne Gerson, Carter Ledyard & Milburn LLP |
| 2:00 PM | <i>Managing Risk and Minimizing Injury</i>
Regina Hopkins, Asst. Director, D.C. Bar Pro Bono Program |
| 2:45 PM | <i>Best Practices for Planning and Holding Special Events</i>
Erika Byrnes, Principal, Erika Byrnes Consulting |
| 3:15 PM | <i>Questions</i> |
| 3:30 PM | <i>Adjournment</i> |

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
Boston, MA 02110-1447

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203 North LaSalle Street, Suite 1900
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Dallas, TX 75201-4629

East Palo Alto at:

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2000 University Avenue
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300 Campus Drive
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Florham Park, NJ 07932-1039

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Washington, DC at:

DLA Piper LLP (US)
500 8th Street, NW
Washington, DC 20004

***If you are registering for NYC, please email by
March 28th to:***

nfpseminar@lawyersalliance.org

**For outside NYC, please register by March
28th by going to: <http://goo.gl/wFG9o>**

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

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

Atlanta, Georgia

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Washington, DC

D.C. Bar Pro Bono Program/CEP Project: Lauren Paley, Project Coordinator.; 202-737-4700 ext. 3357, lpaley@dcbbar.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 2012, approximately 82% of DLA Piper lawyers in the US worked on pro bono matters devoting more than 118,000 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.