

**St. Louis Volunteer Lawyers and Accountants for the Arts**

**ORGANIZATION APPLICATION FOR LEGAL OR ACCOUNTING ASSISTANCE**

Please answer the following questions so VLAA can determine: (1) if you have a legal or accounting problem; (2) if that problem is arts-related; and (3) if your organization falls within our budget guidelines.

All information submitted is kept confidential. When a referral is made, however, a copy of this application will be forwarded to the volunteer who agrees to handle your case. VLAA does not charge for professional services. Once a referral has been made, however, clients are responsible for filing and other fees. VLAA does not ask its volunteers to litigate matters. Volunteers will, however, try to negotiate a solution on your behalf and/or advise you on the merits of resolving your dispute through mediation or in small claims court.

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Address City Zip

\_\_\_\_\_  
Daytime Phone Cell Phone

\_\_\_\_\_  
Email Website

Check the box that best describes your current status.

Nonprofit, 501(c)(3)

New organization in process of filing for 501(c)(3) status

Organization operating under the auspices of another 501(c)(3)

LLC

S Corp

Other \_\_\_\_\_

Arts Discipline

Arts Council

Literature

Visual/Fine

Crafts

Multi-Discipline

Other \_\_\_\_\_

Dance

Music

Ethnic/Folk

Theatre

Film/Video/Media

Visual/Commercial

What is your organization's budget for the current year? \_\_\_\_\_  
Please enclose a copy of your most recent financial statement.

What is your legal or accounting problem? Please be specific.

Please provide the name and company of the adverse other party (if any). If this party's attorney has contacted you, please provide his/her name, firm and phone number.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have consulted a lawyer or an accountant about this problem, please provide his/her name, firm and phone number.

\_\_\_\_\_

How did you hear about VLAA?

Web search	Friend/Relative	Speaker at a college class
Email from VLAA	Arts Agency	Other _____

VLAA is not staffed to provide emergency legal or accounting assistance. Please be prepared to wait two weeks for your application to be processed.

I understand that VLAA can neither guarantee that it will be able to refer my case to a volunteer nor that the representation will be successful. VLAA is merely a referral organization. I understand that VLAA makes no representation as to the skill of the referral attorney or accountant. I understand that I will be represented by the volunteer or the volunteer's firm and not by VLAA. I agree that in the event litigation or arbitration becomes necessary, I will not oppose my volunteer's decision to withdraw from representation.

I agree to include the VLAA logo in our publicity materials for two years after receiving assistance.

I agree to promptly notify VLAA if we no longer need the assistance of a volunteer.

I am enclosing the \$25 non-refundable processing fee.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Send this form with your check to: VLAA, 6128 Delmar, St. Louis MO 63112; FAX 314/863-6932