



**Kansas City Volunteer Lawyers and Accountants for the Arts
ORGANIZATION APPLICATION FOR LEGAL OR ACCOUNTING ASSISTANCE**

Please answer the following questions so KCVLAA 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.

We have attempted to keep this application brief and uncomplicated. While we do not require information regarding your artistic activities, including your news releases, brochures, or lists of exhibits and performances may assist our referral process and are welcome. 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.

KCVLAA does not charge for professional services. Once a referral has been made, however, clients are responsible for filing and other fees. KCVLAA 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 NAME _____

CONTACT PERSON _____

ADDRESS _____

CITY STATE ZIP _____

WORK PHONE _____ HOME PHONE _____

E-MAIL _____

Is your organization incorporated as a nonprofit? _____

Does it have tax-exempt status from the IRS? _____

What is your organization's arts discipline?

- Community Arts Council
- Crafts
- Dance
- Ethnic/Folk
- Film/Video/Media
- Literature
- Multi-Discipline
- Music

- Theatre
- Visual/Commercial
- Visual/Fine
- Other:

What is your legal or accounting problem? Please be specific. This information helps us find the volunteer best qualified to assist you.

What is your organization's budget for the current year? Please enclose your most recent financial statement.

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.

Have you consulted an attorney or accountant about this problem? If yes, please provide his/her name, firm and phone number.

How did you hear about KCVLAA?

KCVLAA is not staffed to provide emergency legal or accounting assistance. Please be prepared to wait two to four weeks for your application to be processed. I understand that KCVLAA can neither guarantee that it will be able to refer my case to a volunteer nor that the representation will be successful. KCVLAA is merely a referral organization. I understand that KCVLAA makes no representation as to the skill of the referral attorney/accountant. I understand that I will be represented by the volunteer or the volunteer's firm and not by KCVLAA. 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 KCVLAA logo in my brochures and other publications for two years after receiving assistance.

I agree to promptly notify KCVLAA 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:
KCVLAA, 115 W. 18th Street, Kansas City, MO 64108.
Tel. 816-472-3535**