

## Community Law Clinic Project Proposal

The Community Law Clinic works with more than 150 clients each year by providing professional assistance through our law and graduate students and faculty. Assistance is provided free of charge to small businesses and nonprofit organizations who are accepted as clients.

The Community Law Clinic is staffed with students of the Wake Forest University Law School and School of Business. Work is performed during the academic year (August through May) and submitted proposals are reviewed on a rolling basis. Decisions to accept an engagement will be made for the Fall Semester by September 1 and for the Spring Semester by February 1.

Please provide the following information regarding your organization and request for support.

**Return completed proposal to:**

**Mail:** Community Law Clinic, P.O. Box 7206 Winston-Salem, NC 27109.

**Fax:** (336) 758-4964. Or **E-mail:** [clbc@wfu.edu](mailto:clbc@wfu.edu).

### 1. INDIVIDUAL INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (primary) \_\_\_\_\_ Home Work Mobile  
(secondary) \_\_\_\_\_ Home Work Mobile  
Email: \_\_\_\_\_

### 2. BUSINESS OR ORGANIZATION INFORMATION

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Business Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Website: \_\_\_\_\_

### 3. DESCRIBE THE PROPOSED LEGAL WORK TO BE PERFORMED:

**4. WHEN DO YOU WANT OR NEED THIS WORK COMPLETED?**

**5. WHO WILL BE RESPONSIBLE FOR COMMUNICATING WITH THE CLINIC?**

*(please include contact information--name, title/position, address, email and phone/fax numbers)*

**6. SUPPORTING DOCUMENTS**

Attach copies of all relevant documents for the proposed work, these may include articles of incorporation, bylaws, contracts, etc.

**7. OTHER PARTIES**

Please list below the names and roles of other people, organizations, or businesses that will be involved with the proposed work.

I understand that signing and submitting this project proposal form does not in itself make me a client of the Wake Forest Community Law and Business Clinic ("Clinic"). I understand that I will under no circumstances be considered a client of the Clinic until I have received a formal engagement letter signed by a licensed attorney working with the Clinic, and have signed and returned that engagement letter back to the Clinic.

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