

# Non Profits Leading Groups Overseas: Legal and Practical Tips for Protecting Your Organization and Its Attendees

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**PROBONO**<sup>™</sup>  
PARTNERSHIP / ATLANTA

Swift  
Currie  
ATTORNEYS AT LAW

## **Mission of Pro Bono Partnership of Atlanta:**

To maximize the impact of pro bono engagement by connecting a network of attorneys with nonprofits in need of free business legal services.

## Pro Bono Partnership of Atlanta Eligibility & Other Information

- In order to be a client of Pro Bono Partnership of Atlanta, an organization must:
  - ✓ Be a 501(c)(3) nonprofit organization.
  - ✓ Be located in or serve the greater Atlanta area.
  - ✓ Serve low-income or disadvantaged individuals.
  - ✓ Be unable to afford legal services.
- *Visit us on the web at [www.pbpatl.org](http://www.pbpatl.org)*
- Host free monthly webinars on legal topics for nonprofits
  - ✓ To view upcoming webinars or workshops, visit the [Workshops Page](#) on our website

## Agenda

- Due Diligence
- Pre-Trip Checklists
- Orientation
- Contingency Plans
- Releases
- Insurance

## Do Your Due Diligence

- International Partner
- Transportation
- Housing
- Travel Alerts & Warnings



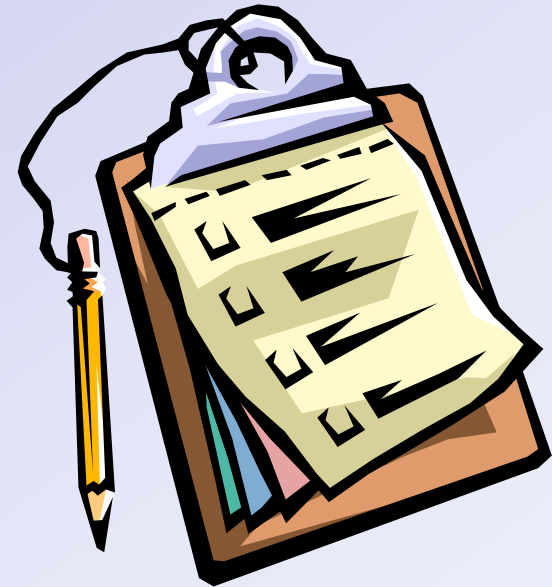
## Pre-Trip Checklist for Organizations

- Travel Warnings & Alerts
- Contingency Plan
- Orientations
- Contact Information
- Releases
- Insurance
- Background Checks



## Pre-Trip Checklist for Travelers

- Health Insurance
- Immunizations
- Passports and Visas
- Copies of Documentation
- Extra Medication and Prescriptions
- Cell Phones
- Contact Information



## Orientation

- Pre-Trip Orientation
  - ✓ Logistics
  - ✓ Emergency Contact Information
  - ✓ Medical Information
  - ✓ Releases
- In-Country Orientation
  - ✓ Review logistics, goals and expectations
  - ✓ Communicate all contingency plans
  - ✓ Obtain itineraries for independent travelers



## Contingency Plan

- Emergency Meeting Place
- Medical Care
- Evacuations
- Specific Emergencies



## Releases

- Every participant, and parents and guardians if applicable, should sign a complete release and waiver.
- The Pro Bono Partnership may have attorneys who can help craft releases for your organization.
- You should not agree to any edits or changes made by anyone, including other lawyers, to your releases.
- While releases and waivers help, they are not the same as insurance, and you should have these documents as well as ample insurance to protect your organization.

## Insurance

- International General Liability Policy
- Voluntary International Workers Compensation
- Travel Accident, which includes Evacuation Coverage
- Trip Insurance

## **For More Information:**

If you would like more information about the services of Pro Bono Partnership of Atlanta, contact us at:

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