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## SBLA Houston - Training Materials for the One-on-One Clinics on February 17 at STCL

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Thu, Jun 11, 2015 at 12:49 PM

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**From:** Josef, Ellyn [mailto:[ejosef@velaw.com](mailto:ejosef@velaw.com)]  
**Sent:** Tuesday, February 10, 2015 4:26 PM  
**To:** Josef, Ellyn  
**Cc:** Andrea Beleno Harrington ([aharrington@trla.org](mailto:aharrington@trla.org))  
**Subject:** SBLA Houston - Training Materials for the One-on-One Clinics on February 17 at STCL (1303 San Jacinto)

Good Afternoon, SBLA Houston Pro Bono Heroes –

Thank you for agreeing to volunteer for the Small Business Legal Academy (SBLA) Houston, that will take place on Tuesday, February 17 at South Texas College of Law (1303 San Jacinto). This will be a wonderful opportunity to use your corporate legal training to help Houston's vibrant small business community.

The agenda for the day is attached. The one-on-one clinics will take place from 10am-12pm (you either have one or both of those shifts). The participants will be attending workshops on either end of the clinics. We ask that you arrive 15 minutes before the start of your shift. If you forgot what time you signed up, I have attached the shift list. You will be seated at individual tables in a large meeting room. The participants will simply approach any available volunteer lawyer table. The participants will have with them a form which they filled out, which can give you some guidance about what kind of help they need. The issues are generally the following: choosing the right business structure, tax issues, IP, employment issues, contracts, real estate and general business advice. We imagine each session will run for 20 minutes. I have also attached a form that each participant will complete as they sit down, explaining that an attorney-client relationship has NOT formed.

The remaining documents on this email are training materials, which can help you be prepared for the questions that you might receive at the clinic. We certainly do not expect that you memorize all of this, but just use it as a guide as you prepare to attend the clinic. We will have the experts from Texas C-Bar, who will be teaching the workshops, present in the clinic to answer any questions you feel are beyond your knowledge base.

Finally, there will be a photographer there to capture all of this good-doing that you will be doing. If you are uncomfortable with your photos being used or distributed after the event, please let me know. We will also have boxed lunches available for you, following your shifts.

Again, we want to thank you for participating in SBLA Houston – we are excited about helping Houston's thriving small business community!