

## VOLUNTEER APPLICATION

### POLL CLINIC VOLUNTEER OPPORTUNITIES

The Jeremy A. Poll Cancer Families Will Clinic provides free estate planning services for individuals and couples coping with a recent cancer diagnosis. The Clinic is managed by Good Faith Legal, P.S., and operated through a network of volunteer attorneys with the assistance of volunteer notaries, witnesses, and document preparers.

#### ATTORNEYS

When a client qualifies for the Poll Clinic, he or she will be referred to one of our volunteer attorneys, who will assist the client, and his or her spouse as applicable, with the preparation of a basic estate plan. The volunteer attorney shall be the attorney of record for preparation of the estate plan, and will manage the matter from intake through final execution and recording. The estate plan shall include, at a minimum, the following documents:

- Will;
- General Durable Power of Attorney;
- Healthcare Power of Attorney;
- Healthcare Directive; and
- HIPAA Authorization for Release of Protected Health Information.

Volunteer attorneys may choose to use their own forms and templates or use any of the Poll Clinic forms and templates. If the volunteer attorney and client determine that a trust is desired as part of the estate plan, the volunteer attorney may elect to provide those additional services *pro bono*, or may charge the client at the Poll Clinic Hourly Rate. Any hourly fees accrued through the Poll Clinic shall be payable directly to the volunteer attorney.

Volunteer attorneys may choose to use their own office and staff for client meetings and for the execution of estate documents. Alternatively, the Poll Clinic will provide a notary and/or witnesses upon request, at the volunteer attorney's office or at the offices of Good Faith Legal, P.S. Because our goal is to make this process as easy as possible for Poll Clinic clients, we strongly encourage our volunteer attorneys to make evening and weekend times available as needed.

If the client wants to have the will(s) recorded, the volunteer attorney shall provide that service to the client by 1) recording the documents and covering the expense *pro bono*; or 2) forwarding the final documents to the Poll Clinic for recording.

#### NOTARIES

We welcome the participation of Washington State notary publics to assist with the execution of estate documents. Execution ceremonies typically take 30-60 minutes. We do our best to assign volunteer notaries to matters within proximity to their home or workplace.

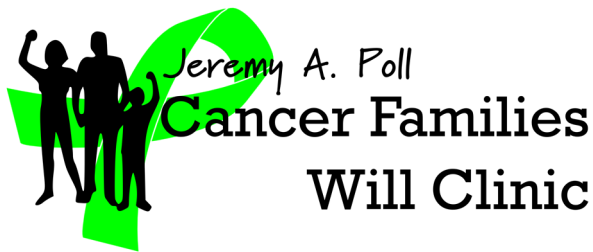
#### WITNESSES

Certain estate documents must be witnessed by two individuals who do not stand to inherit anything upon the executor's death. The availability of third-party witnesses for execution ceremonies, which typically take 30–60 minutes, is a huge help. We do our best to assign volunteer witnesses to matters within proximity to their home or workplace.

#### DOCUMENT PREPARERS

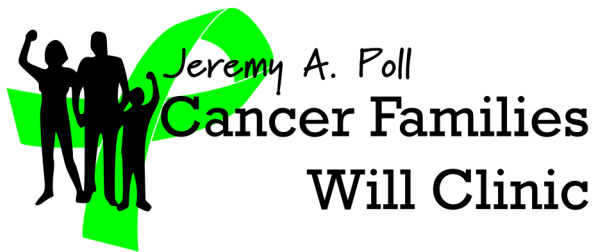
After everything is signed, there are photocopies to be made, originals to be recorded, and presentation binders to be assembled. We are thrilled to have assistance with these tasks on an as-needed basis at the offices of Good Faith Legal, P.S. in Maple Valley. Volunteer document preparers will usually be notified at least a week in advance.

***If you are interested in becoming a Poll Clinic volunteer, please complete pages 2–3 and return your completed application to [administrator@pollclinic.com](mailto:administrator@pollclinic.com), or by mail to Poll Clinic, c/o Good Faith Legal P.S., 26837 Maple Valley Hwy Ste. 103, Maple Valley, WA 98038.***



## VOLUNTEER APPLICATION

SECTION 1: VOLUNTEER INFORMATION							
Last		First		MI		Primary phone: <input type="checkbox"/> cell <input type="checkbox"/> home <input type="checkbox"/> work	
Email:				Age:		Secondary phone: <input type="checkbox"/> cell <input type="checkbox"/> home <input type="checkbox"/> work	
Street address (home):			City:		ST	ZIP	
I would like to help as: <input type="checkbox"/> an attorney <input type="checkbox"/> a notary (skip to Section 3) <input type="checkbox"/> a witness or document preparer (skip to Section 3)				Profession / Job title:			
				Street address (work):			
				City		ST	ZIP
SECTION 2: ATTORNEYS							
Current employment status: <input type="checkbox"/> solo practitioner <input type="checkbox"/> law firm <input type="checkbox"/> in-house/government <input type="checkbox"/> other							
Employer/Firm name:		Firm supervisor or manager:		Firm phone:			
Estate planning experience: <input type="checkbox"/> expert <input type="checkbox"/> proficient <input type="checkbox"/> rookie <input type="checkbox"/> novice				WSBA No.			
As a Poll Clinic Attorney, I would prefer to (check all that apply): <input type="checkbox"/> use my own forms and templates <input type="checkbox"/> use Poll Clinic forms and templates <input type="checkbox"/> use my own office for client meetings <input type="checkbox"/> use Poll Clinic office for client meetings <input type="checkbox"/> use my own office and staff for execution ceremonies <input type="checkbox"/> use Poll Clinic office and staff for execution ceremonies							
<i>The Poll Clinic does not provide professional liability coverage for volunteer attorneys. If you carry professional liability insurance for yourself or through your firm, please confirm with your provider whether your coverage extends to services provided through the Poll Clinic, and provide policy details below.</i>							
Insurance carrier:		Contact name:		Contact phone or email:			
Policy holder:		Policy number:					
_____ Volunteer attorneys are responsible for performing a conflict check prior to accepting the assignment of <small>Initials</small> any client through the Poll Clinic. (Skip to Section 4.)							



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### SECTION 3: NOTARIES, WITNESSES, AND DOCUMENT PREPARERS

Attorneys will coordinate scheduling directly with assigned clients. We will call upon notaries, witnesses, and document preparers for assistance with will execution ceremonies, which may take place any day of the week, including weekends. Please indicate your *general* availability by placing a checkmark in each time slot you prefer to volunteer (this is for our information only, and will not bind you to these timeslots):

	MON	TUE	WED	THU	FRI	SAT	SUN
Morning							
Afternoon							
Evening							

Notary Certificate License No:

Commission Expires:

### SECTION 4: STATEMENT OF INTEREST

Please provide a candid statement regarding your interest in volunteering with the Poll Clinic. For attorneys, please also describe your philosophy or approach to working with estate planning clients.

Lime green is the awareness ribbon for Non-Hodgkin's Lymphoma. 