

EOLDN Rules for Intake Volunteers

About EOLDN

The Election Official Legal Defense Network (“EOLDN”) is a project of the nonpartisan, nonprofit Center for Election Innovation & Research (“CEIR”). EOLDN connects licensed, qualified, pro bono attorneys with election officials who need advice or assistance.

To be eligible, election officials either must be (or have been) a recognized governmental election authority or acting under the supervision of a recognized governmental election authority. Poll workers are considered to be election officials and are eligible to submit requests. Anyone acting under the supervision of a political party (e.g., a partisan poll watcher) is not eligible. This service is available regardless of the election official’s political affiliation, or whether they work in a blue or red state or county.

Those seeking help from EOLDN may be facing difficult and stressful circumstances and may feel very isolated. They may be concerned that their job is at risk or they may be scared for their safety and the safety of their families. Matters might need urgent attention.

Definitions:

- **“Requestor”** is the individual submitting a lawyer match request to EOLDN.
- **“Request Intake”** refers to any informational meetings between a Requestor and an Intake Volunteer, to discuss the request.
- **“Intake Volunteer(s)”** are CEIR/EOLDN volunteers who will perform Request Intake with Requestors.

Role of Intake Volunteers

EOLDN’s goal is to match election officials with pro bono attorneys. Intake Volunteers review requests for help and contact the Requestor to conduct Request Intake. Intake Volunteers learn more about the circumstances of the request and clarify the Requestor’s goals. The Intake Volunteer then sends a post-intake report to EOLDN for evaluation and match.

Rules for Intake Volunteers

CEIR/EOLDN-Requestors: No Attorney-Client Relationship. Intake Volunteers acknowledge that CEIR does not provide legal advice, does not engage in the practice of law, and therefore does not enter into an attorney-client relationship with Requestors. Understanding that the communications between CEIR/EOLDN and Requestors are unlikely to be covered by privilege, EOLDN will take reasonable steps to protect the information it obtains from Intake Volunteers, Requestors, and their lawyers and will not share this information except with those assisting with the administration of EOLDN, unless required by

law. In addition, to further protect privacy and confidentiality, EOLDN limits the information it collects from potential Requestors to what is necessary to match a Requestor with a lawyer.

Intake Volunteers-Requestors: No Attorney-Client Relationship. Intake Volunteers, like CEIR, are not in an attorney-client relationship with Requestors, and the communications between the Intake Volunteers and the Requestors are therefore not protected by the attorney-client privilege. Intake Volunteers' role is limited to gathering facts and clarifying the Requestor's goals. Intake Volunteers are not permitted to provide legal or other advice to Requestors.

No Endorsement of Request. Intake Volunteers acknowledge that CEIR/EOLDN takes no position on the substance or merits of any request or legal matter. Intake Volunteers must not state or otherwise suggest in communications with the Requestor or otherwise that CEIR/EOLDN has in any way endorsed a request or Requestor's legal position.

Confidentiality of Information. Intake Volunteers agree to conduct Request Intake in a manner that protects the privacy of information (e.g. no public settings). Intake Volunteers shall only disclose information gathered from Request Intake to CEIR staff and to no other person or entity, for any reason, in perpetuity, unless otherwise required by law.

Discrimination Prohibited. Intake Volunteers agree not to discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, gender identity and expression, genetic information, and any other class of individuals protected from discrimination under state or federal law.

Compliance with Rules. Intake Volunteers agree to abide by all applicable rules and requirements of CEIR and to fulfill the volunteer responsibilities to the best of their ability. Intake Volunteers agree to follow the supervision and direction of any CEIR personnel, including participating in any training required by CEIR in order to perform the volunteer services.

Intake Procedures:

- **Assignment from EOLDN.** After EOLDN asks an Intake Volunteer to perform a Request Intake, the Intake Volunteer must respond to EOLDN with a "yes" or "no" as quickly as possible, optimally within 12 hours.
- **Contacting Requestors.** Once an Intake Volunteer agrees to perform Request Intake, the Intake Volunteer contacts the Requestor as quickly as possible, optimally within 6 hours, to facilitate the Request Intake.
- **Issues Contacting Requestors.** The Intake Volunteer must attempt to notify the Requestor at least three times. The Intake Volunteer will notify EOLDN if the Requestor does not respond after three attempts.
- **Post-Intake Meeting Procedures.** After an Request Intake is complete, the Intake Volunteer must provide a written report of the conversation and any recommendations to EOLDN as quickly as possible, optimally by the next business day.

No Campaign Intervention. Intake Volunteers understand that as a public charity exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, CEIR may not participate or intervene in any political campaign on behalf of, or in opposition to, candidates for public office. CEIR shall deny any request it in its sole discretion believes constitutes illegal campaign intervention.

Updating EOLDN. Intake Volunteers must promptly provide written notice to EOLDN of changes to contact information, including address, email, and telephone number, and intent to withdraw from the Intake Program. Any Intake Volunteers who have or had a license to practice law must promptly notify EOLDN of any reprimand or other disciplinary sanction imposed by any bar committee, agency, or court.

Status with CEIR. Intake Volunteers acknowledge that they are not an employee of CEIR. Intake Volunteers are freely performing all duties on a voluntary basis, are not eligible to receive employee benefits, and will not receive remuneration or payment for their volunteer activity. Intake Volunteers are not guaranteed employment with CEIR as a result of their volunteer activity. These “Rules for Intake Volunteers” do not create a partnership or agency relationship between Intake Volunteers and CEIR. Intake Volunteers do not have the authority to enter into contracts on CEIR’s behalf.

Schedule. CEIR does not expect or intend that you will devote close to full-time hours to the Organization. CEIR does not expect Intake Volunteers to spend more than five hours per week on Request Intake.

Termination. Intake Volunteers participation as a volunteer may be terminated at any time with or without prior notice. Intake Volunteers may withdraw from participation at any time for any reason. If a Request Intake is still active as of the effective date of withdrawal, the Intake Volunteer shall either complete intake or inform EOLDN that a new Volunteer is needed.

Liability. The federal Volunteer Protection Act provides that volunteers for 501(c)(3) nonprofits are not personally liable for their actions within the scope of their responsibilities unless they cause harm through “willful or criminal misconduct, gross negligence, reckless misconduct, or a conscious, flagrant indifference to the rights or safety of the individual harmed by the volunteer.”

Advertising. Intake Volunteers shall not participate in or allow any advertising or other promotional activity that refers to involvement with EOLDN, except that Intake Volunteers may state that they volunteer with EOLDN on their website, in their bios, in connection with speaking engagements, etc.

Rule Changes. CEIR reserves the right to amend these rules. The date of any amendment will be reflected in the “Last Updated Date” above. EOLDN will notify Intake Volunteers of substantive changes by email.

If you have any questions, please contact us at help@eoldn.org.