

# BASE Camp

## Overview

The legal challenges facing entrepreneurs seeking to develop a new venture are myriad and consume both the time and much needed resources of budding business owners. These challenges can be all the more daunting for student entrepreneurs who, in light of active course loads, little experience and minimal income, lack the time, expertise, and financial wherewithal to see their ideas through to reality.

Through the Ballard Academy for Student Entrepreneurs, Ballard Spahr seeks to ameliorate these burdens for student entrepreneurs by offering pro bono legal assistance on discrete issues facing your potential venture. Clients accepted into the BASE program will be assigned to a Ballard Spahr attorney who will guide his or her client through the start-up process by providing legal assistance, such as advising on corporate governance and structure, negotiating leases, and other corporation formation and contract matters.

In addition to legal advice and support, successful applicants will gain access to regular educational seminars and programs as well as opportunities to meet and network with other young entrepreneurs and others in the start-up community.

Ballard Spahr attorneys are experienced in all aspects of business formation and have experience serving as primary outside counsel or special counsel to a diverse group of clients that includes publicly traded corporations, boards of directors and board committees, privately held companies, financial institutions, venture capital firms, private equity groups, investment funds, hospitals, nonprofit organizations, educational institutions, state and local governments, and individuals. We hope that our experience and expertise can facilitate your successful graduation from the classroom to the business world.

# What We Do

## BASE Camp

BASE Camp offers participants practical legal advice for developing a new venture, a value-added team of experienced and accessible lawyers, and an education on how to avoid mistakes and how to solve problems when they arise. With the resources of Ballard's fourteen national offices, BASE Camp can provide competent, personalized, and effective long-term representation from startup to maturity.

### CERTAIN LEGAL SERVICES ARE NOT INCLUDED IN THE BASE CAMP PROGRAM

For services that are not included in the BASE Camp program, BASE Camp program administrators will refer the BASE Camp participant to a lawyer that can provide the service within the participant's budget. For services not listed below, the BASE Camp program administrators will work with the participant to either integrate the service into BASE Camp's provided services or assist the participant in locating a lawyer who can provide the service within the participant's budget.

Services Available to BASE Camp Participants	Excluded Services
Search and Reserve Corporate Name	Litigation
Advise on Corporate Governance & Structure	Specialized Real Estate Services
Assist with Entity Formation, including State Filings	Tax-Related Advice and Services
Draft Bylaws	Employment and Employee Benefits Advice
Draft Operating Agreements	Trademarks, Copyrights, or Patents
Draft Confidentiality & Nondisclosure	Securities Advice, Services and Filings
Draft Independent Contractor Agreements	Mergers, Acquisitions and Sales of Entities
Draft Employment Agreements	Due Diligence
Draft IP Assignment Contracts	
Draft "Terms of Use" & "Privacy Policy"	
Draft Standard Licensing Agreements	

**\*Please note, BASE Camp Participants are responsible for paying any government imposed filing or application fees.**

## Who We Are

Ballard Spahr's pro bono program is led by Mary Gay Scanlon, Pro Bono Counsel. BASE Camp is operated through Ballard Spahr's BASE Camp committee.

### Mary Gay Scanlon

Pro Bono Counsel, Philadelphia  
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The members of Ballard Spahr's BASE Camp Committee are listed below.

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# BASECAMP

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Ballard Academy for Student Entrepreneurs

## CLIENT INTAKE AND APPLICATION FORM

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In determining whether a business is eligible for pro-bono legal services through the Ballard Academy for Student Entrepreneurs (“BASE”), we consider the following factors:

- Household income of the business owner;
- Revenue of the business, if any;
- Business owner’s access to credit and capital; and
- Applicant’s business plan.

We will take into consideration extenuating circumstances and special needs when evaluating an applicant’s income eligibility (i.e. child care, required educational expenses, special employment expenses, other financial obligations and disability).

APPLICANTS **MUST COMPLETE** ALL PORTIONS OF THE APPLICATION. APPLICATIONS WITH MISSING INFORMATION WILL NOT BE CONSIDERED.

Please submit your completed application by email to [basecamp@ballardspahr.com](mailto:basecamp@ballardspahr.com) OR by mail to: Terence M. Grugan, Ballard Spahr LLP, 1735 Market Street, 51<sup>st</sup> Floor, Philadelphia, Pennsylvania 19103.

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**PART I: GENERAL INFORMATION**

**PERSONAL DETAILS**

<b>Name</b> (Last, First & Middle Initial)			
<b>Street Address</b>		<b>HOME PHONE</b>	
<b>City, State, Zip</b>		<b>WORK PHONE</b>	
<b>EMAIL ADDRESS</b>		<b>MOBILE PHONE</b>	
<b>ALTERNATE CONTACT NAME</b>		<b>ALT PHONE</b>	
<b>IS ENGLISH YOUR FIRST LANGUAGE?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>DO YOU NEED AN INTERPRETER?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>IF YES, WHAT LANGUAGE?</b>
<b>CURRENT COLLEGE OR UNIVERSITY</b>			
<b>PRIOR COLLEGE EDUCATION</b>			

Please Check Appropriate Box:

I hereby acknowledge that I am currently enrolled in the above identified college or university.  YES  NO

Please Check Appropriate Box:

Is this business venture being developed as part of a class project? YES  NO

**PART II: BUSINESS INFORMATION**

<b>BUSINESS NAME</b>			
<b>STREET ADDRESS</b> (IF DIFFERENT FROM ABOVE)			
<b>CITY, STATE, ZIP</b>		<b>BUSINESS PHONE</b>	
<b>BUSINESS EMAIL ADDRESS</b>		<b>WEBSITE</b>	
<b>BRIEFLY DESCRIBE YOUR SERVICE OR PRODUCT</b>			

\* If you have a business plan, please attach a copy.

**PART III: ADDITIONAL BUSINESS INFORMATION**

**If you are currently conducting your business, answer as many of the following questions as you can. If not, skip to Part IV.**

1. (Please check one.) I intend to conduct business as a:

- **SOLE PROPRIETOR**
- **PARTNERSHIP**
- **S CORP**

- **C CORP**
- **LLC**
- **OTHER**
- **NOT SURE**

Please attach copies of any existing formation documents.

2. When did you start doing business?
3. How many employees do you currently employ or, if independent contractors, how many independent contractors?
4. Do have any outstanding leases?  **YES**  **NO**
  - If yes, please submit a copy of the lease.
5. Did your business have any revenue last year?  **YES**  **NO**
  - If yes, what was the total amount?
6. Attach a current copy of your balance sheet and profit and loss statement. If it is not clear on your balance sheet and/or profit and loss statement (or if you do not have a balance sheet/profit and loss statement), please list any revenue to date and the costs or expected costs of running your business this year.

#### **PART IV: LEGAL ASSISTANCE**

1. Briefly describe the primary legal issue with which you need assistance, and up to four additional legal issues:
2. Have you consulted an attorney concerning any of the above matters?  **YES**  **NO**

If yes, please provide the name, address, and telephone number of the attorney consulted.  
 Was the attorney paid?  **YES**  **NO**  
 Why are you not continuing to pursue this matter with the attorney consulted?
3. Have you received any assistance starting your business from an organization?  **YES**  **NO**

If yes, please identify the organization.
4. If applicable, please identify the organization or person that referred you to BASE.

#### **PART V: FINANCIAL INFORMATION**

1. Dependents (people you support):
 

Number of children:

Number of Others (i.e. parents, other relatives):  
Please explain.

2. Employment

Your employer:  
Spouse's employer, if any:

3. Annual Income (Gross)

**Total Annual Gross Income**  \$

4. Please list your monthly expenses (e.g. childcare, medical, transportation, etc.).

5. Please list your debts and indicate whether they are personal or business-related.

6. Is your business being financed in part or full by a source other than yourself?  YES  NO

If yes, by whom? (i.e. family members, friends, banks, investors or grants)

7. Have you applied for any loans to finance your business?  YES  NO

If yes, from what financial institution(s)?

8. Do you have any partners, co-owners, or co-founders in your business?  YES  NO

If yes, list the following:

- Name #1:  
Total annual gross household income \$
- Name #2:  
Total annual gross household income \$
- Name #3:  
Total annual gross household income \$

9. Are you or your business currently part(y)/(ies) to any pending legal disputes, contractual arrangements, or leases?  YES  NO

If you responded yes to the preceding question, please identify any other part(y)/(ies) to the legal dispute, contractual arrangement, and/or lease:

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**PART VI: CERTIFICATION**

I hereby certify that all of the information in this application is true to the best of my knowledge. I understand that BASE may use this information in evaluating my eligibility for free legal services.

By signing this form you are agreeing that the information you provided to BASE may be disclosed to attorneys in efforts to recruit pro bono assistance for your business. You also agree that BASE may disclose non-confidential information about your business.

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_