Seeking Columbia Law School Volunteers for

Intake & Legal Needs Assessments for Small Food Businesses

What We Do
Start Small Think Big (Start Small) provides free small business legal assistance and financial consulting to qualified entrepreneurs and small business owners. We target entrepreneurs and small business owners who either live in or sell goods or services in underserved New York City communities who possess the fundamental building blocks to create and sustain viable businesses but lack the resources to afford or otherwise access professional legal and financial expertise. Our eligibility policy requires that clients have three months of revenue (totaling $500) and have household income under 500% of the Federal Poverty Guidelines (FPG).

Legal Program
Our Legal Program provides each client with a comprehensive business risk assessment and matches clients with pro bono attorneys to address many areas of business law including entity selection and formation, intellectual property, corporate governance, commercial leases, employment, tax, contracts, and structuring investments.

Volunteer Project Description
Volunteers will conduct intake and legal needs assessments with new clients who have been operating informal food businesses, and are now seeking Start Small’s assistance to formalize and grow their businesses. All clients served by this project reside in NYC public housing and are recent graduates of the Food Business Pathways Program, an intensive training program for food entrepreneurs living in NYCHA housing.

The project will take place over the course of two evenings, Monday, October 10, and Monday, October 17. During the first session, held at Columbia Law School, a Start Small attorney will lead a training session covering the intake process and client interview skills, and will introduce the legal issues that frequently arise during intakes. During the second session, held at the New York City Department of Small Business Services in lower Manhattan, volunteers will work in pairs, each team completing two client intakes. Following the second session, each volunteer will be responsible for writing one intake memo and writing a follow-up email to the client interviewed. The project requires a commitment of 10-15 hours.

| Important Dates | • Monday, October 10 6 – 8 PM: Volunteer Training (at CLS)  
• Monday, October 17 6 – 9 PM: Intakes (in Lower Manhattan)  
• Monday, October 24: Deadline to submit memo to SSTB |
| Time Commitment | • 10 – 15 hours |
| Volunteers Needed | • 20 (10 teams; volunteers will work in pairs) |

Start Small Think Big, Inc.  
Bronx Business Incubator • 1231 Lafayette Avenue • Bronx, New York 10474  
email: hello@startsmallthinkbig.org • phone: (646) 723-4053  
www.startsmallthinkbig.org