

# Free Risk Management Booklets

What's better than a nonprofit's drive to serve its community? Being equipped with knowledge to do just that.

To help our members handle the complexity of their operations and avoid disruptive claims, NIA provides an array of practical, easy-to-use risk management booklets. All of NIA's booklets are free, web-based resources available as PDFs to members through the [Member Portal](#). Members can also order printed copies.

Download the booklets or order them for free! To order a free hard copy from the Member Portal, click on the desired booklet. You'll see the 'Add to Cart' option to the right of the option to download.



## **Arrive Safe and Sound: Tips to Help Your Nonprofit's Vehicle Safety Program**

Get information to help nonprofit managers establish policies and procedures for vehicle safety in a nonprofit organization.



## **Managing Collaboration Risks: Partnering with Confidence and Success**

Better manage collaboration risks. Topics covered include nonprofit-nonprofit collaborations, nonprofit-business collaborations, mergers, and collaborating with insiders. The booklet also contains sample checklists for risk management strategies and insurance considerations as well as a primer on writing a memorandum of understanding.



## **Managing Volunteers: Balancing Risk and Reward**

Better manage volunteers. Topics covered include volunteer recruitment, screening and selection, as well as training, supervising, and disciplining volunteers. The booklet also gives a brief explanation of volunteer liability and types of coverage available.



## **Nonprofit Directors and Officers: Key Facts about Insurance and Legal Liability**

Learn the responsibilities of board members, review laws affecting nonprofit directors and officers, read about case studies of lawsuits against directors and officers, and become familiar with key coverages to look for in insurance policies. Includes useful tips to help board members avoid the most common types of lawsuits.

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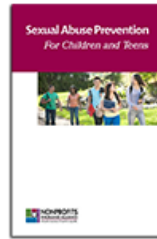
### Documents Referenced:

To learn more about NIA's member resources including risk management services, see "[For Nonprofits / Member Resources.](#)"

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"Along with the vital insurance, I love the other supporting risk management services that NIA offers."

—Allan Greenberg,  
Childnet Youth and  
Family Services, Inc.



### **Sexual Abuse Prevention for Children and Teens**

Better understand how to avoid sexual abuse in youth-serving nonprofit organizations.



### **Sound Advice for Functions and Events: Tips to Help Your Nonprofit Stage Safer Special Events**

Address special risk management challenges of special events, including appropriate use of additional insureds, insurance certificates, waivers, and hold harmless agreements.



### **Surviving a Crisis: Practical Strategies for Nonprofit Organizations**

Assess your preparedness in the face of a crisis. Included are tips on how to make sure a nonprofit organization is prepared to respond in the events of crisis, sample checklists, and a media fact sheet.



### **What Nonprofit Leaders Need to Know About Lawsuits**

Nonprofit leaders, board members, and nonprofit staff can become better informed about the litigation process, so that they can work more effectively to manage lawsuits lodged against them.

"The privilege of filing a civil lawsuit against someone is founded on the principle that citizens have obligations and duties to one another. Failure to fulfill these obligations, or breach of a duty that results in injury or damage to another, gives the injured or damaged person the right to seek recovery."

— *What Nonprofit Leaders Need to Know about Lawsuits*, a booklet produced by Nonprofits Insurance Alliance



The insurance policy, not this brochure, forms the contract between the insured and the insurance carrier. The policy may contain limits, exclusions, and limitations that are not disclosed in this brochure. Coverages may differ by state.

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"Demonstrating appreciation for and recognizing volunteer contributions to your organization is important on so many levels. Foremost, we all want volunteers to enjoy their experience and feel their efforts are appreciated. Saying thanks and formally recognizing volunteers is important to keep these individuals motivated and happy so they'll keep coming back. Volunteer recruitment and training is time-consuming, so it's in the best interest of both the organization and the volunteer to ensure volunteers have a fulfilling experience."

—from *Managing Volunteers: Balancing Risk and Reward*, a booklet produced by Nonprofits Insurance Alliance