

Graduates Providing Services to Nonprofits

1. Matching Graduates with Nonprofits

- After completing the training and earning certification, graduates are given a curated list of nonprofit organizations.
 - This list is generated based on the needs of nonprofits and the expertise of the graduate, ensuring a good fit.
 - Graduates may also be introduced to nonprofits through your organization's website, networking events, or referral partnerships.
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2. Offering and Providing Services

- Graduates reach out to nonprofits on the list to introduce themselves and offer AI compliance, security, and policy services.
 - They explain their expertise, the value of your certification, and how they can help the nonprofit meet California's AI laws and best practices.
 - Once a nonprofit agrees, the graduate provides the agreed-upon services, such as:
 - AI compliance audits
 - Policy development
 - Staff training
 - Ongoing monitoring and support
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3. Contracting According to California Law

- A written contract is required for any freelance engagement over \$250 (either as a single contract or aggregated over 120 days).
- The contract must include:
 - Names and addresses of both parties
 - A detailed description of the services to be provided
 - Compensation terms (how and when payment will be made)
 - Payment date or mechanism

- Due dates for services
 - Contracts must be retained for at least four years.
 - There is no minimum or maximum contract length required by law—contracts can be for a single project, a set period (e.g., 6 months), or ongoing as needed.
 - Either party can terminate the contract as agreed in the contract terms, but notice and payment for completed work must be handled as specified.
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4. Payment Process

- Payment terms are clearly outlined in the contract.
 - Common models include:
 - **Project-based fees:** A fixed fee for a specific set of services.
 - **Hourly rates:** Payment based on hours worked.
 - **Commission/revenue sharing:** For example, the graduate keeps 55% of the revenue from services provided, and your nonprofit receives 45%. This must be clearly stated in the contract.
 - According to California law, payment must be made by the date specified in the contract. If no date is specified, payment is due within 30 days of service completion.
 - Graduates are responsible for their own taxes—your nonprofit does not withhold taxes unless the graduate is classified as an employee (which is rare under California’s independent contractor rules).
 - Graduates keep the money they earn from their services, minus any agreed-upon share to your nonprofit (if applicable).
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5. Ongoing Relationship and Support

- Graduates can continue to work with nonprofits as long as both parties agree and the contract remains in effect.
 - Your nonprofit may provide ongoing support, resources, and networking opportunities to help graduates succeed.
 - Graduates can also seek new clients independently or through your organization’s referral network.
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Summary Table: Process Overview

Step	Description
Matching	Graduates receive a list of nonprofits and are introduced to potential clients.
Offering Services	Graduates reach out, explain their expertise, and offer AI compliance services.
Contracting	Written contracts are signed, specifying services, payment, and terms.
Providing Services	Graduates deliver AI compliance, security, and policy services to nonprofits.
Payment	Graduates are paid according to contract terms; they keep their earnings after any agreed share.
Ongoing Relationship	Graduates can continue working with nonprofits as long as contracts are active.

Example Contract Clause for Payment

“The Freelancer shall receive 55% of the gross revenue collected from clients serviced under this Agreement, and the Nonprofit shall receive 45%. Payments will be made within 30 days of receipt of client payment. The parties agree to maintain accurate records of all client payments and commissions paid.”

Key Legal and Practical Points

- **Written contracts are required for all significant engagements.**
 - **Payment terms and service descriptions must be clear and agreed upon.**
 - **Graduates are independent contractors, responsible for their own taxes.**
 - **Contracts can be for any duration and can be renewed or terminated as agreed.**
 - **Your nonprofit can help match graduates with clients and provide ongoing support, but graduates are free to seek their own clients as well.**
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This process ensures that graduates can confidently and compliantly provide AI services to nonprofits, while your organization supports their success and maintains legal compliance under California law.