

Community Wills Day Solicitor Information Guide



Your guide to volunteering with The Salvation Army

What does volunteering involve?

HOW OFTEN DO I NEED TO VOLUNTEER?

Volunteering at a Community Wills Day is flexible. Many of our solicitors generously donate half a day each year, but you're welcome to contribute more if your schedule allows.

WHAT HAPPENS AT A TYPICAL WILLS DAY?

Community members are scheduled for 30-minute one-on-one appointments with local solicitors to prepare a simple Will.

- The cost is \$150 per person or \$250 per couple, with proceeds supporting our local community programs.
- Following the event, final signing of Wills is completed at your office.
- You'll typically meet with 5–8 clients during your session.
- Each participant will complete a Client Instruction Sheet in advance to help guide your consultation.

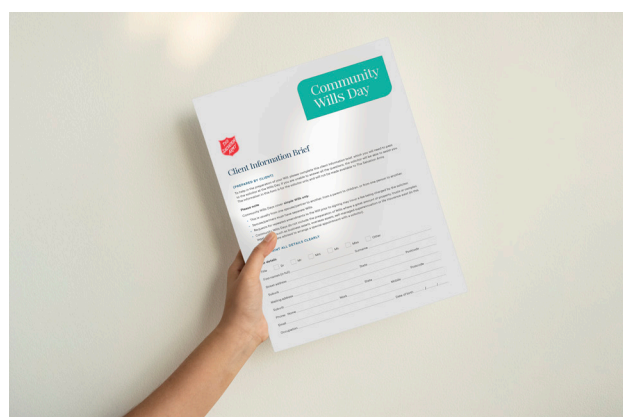
Before the event

DO I NEED TO PREPARE ANYTHING IN ADVANCE?

There's no preparation required. We do, however, suggest bringing business cards to share with clients, which can help with follow-up or future legal work.

DO I NEED TO BOOK CLIENTS OR SEND ANY PAPERWORK?

No. All client bookings and paperwork are managed by The Salvation Army. Clients are sent an Instruction Sheet before their appointment.



On the day

HOW MUCH TIME IS ALLOCATED FOR EACH APPOINTMENT?

Each client is scheduled for a 30-minute appointment.

WHAT IF A CLIENT HAS COMPLEX WILL REQUIREMENTS?

If a client's needs fall outside the scope of a simple Will — such as the inclusion of a trust — you are welcome to end the appointment and recommend they arrange a separate consultation. This can be with you (at a negotiated fee) or with a solicitor of their choice. The Salvation Army will issue a full refund of the initial cost to the client.

CAN I BRING A COLLEAGUE OR TRAINEE?

Yes, you're welcome to bring a colleague or trainee. Please let the Event Coordinator know in advance so we can accommodate them.

WILL I HAVE A PRIVATE ROOM AND A DESK?

Where possible, private rooms will be arranged. You will be provided with a desk and chairs for each consultation.


IS PARKING AVAILABLE AT THE VENUE?

Most venues offer parking. If parking is limited, alternative arrangements will be shared ahead of time by the Event Coordinator.

HOW MANY SOLICITORS WILL BE ATTENDING?

Each Wills Day varies, but typically there are between 4 and 12 participating solicitors.

For more information, please contact us:

 1800 337 082

 bequests@salvationarmy.org.au

After the event

WHAT ARE THE NEXT STEPS TO COMPLETE THE WILLS?

Draft Wills can be prepared at your office following the event. We suggest that signing also takes place at your premises. The Wills must be completed within four weeks of the Community Wills Day.

Additional services and contributions

CAN I OFFER POWER OF ATTORNEY OR ENDURING GUARDIANSHIP SERVICES?

Yes, you can offer these additional services during your consultations. If a client is interested, please quote your fee upfront.

WHERE DOES THE MONEY RAISED GO?

All funds will support vital local Salvation Army community programs and services.

