



Legal Writer

Overview

BLOOOM's legal framework exists to protect the organization, its partners, and participants while maintaining transparency and trust. Every collaboration, whether with a school, nonprofit, or corporate sponsor, must include clear documentation defining intellectual property rights, confidentiality, liability, and program compliance.

This section outlines how legal documentation is created, reviewed, and stored — and the role of the **Legal Writer** in ensuring that every partnership operates under aligned ethical and legal standards.

1. Role Definition

The **Legal Writer** is responsible for preparing, reviewing, and maintaining all legal documents and agreements associated with BLOOOM's programs, including but not limited to:

- Partnership agreements with schools, day centers, and organizations
- Waivers, IP releases, and indemnification forms
- Volunteer and participant consent forms
- Non-disclosure agreements (NDAs)
- Licensing terms for the use of BLOOOM materials ("Know-How")
- Program implementation letters (for pilot or replication models)

The Legal Writer acts as a bridge between **BLOOOM management, partners, and legal counsel**, ensuring that all parties understand their rights and obligations.

2. Document Categories

a. Program Implementation Agreements

Formal contracts defining the responsibilities of both parties when adopting the BLOOOM program (duration, scope, financial terms, liability).

b. Intellectual Property & Confidentiality

Agreements ensuring BLOOOM retains ownership of all materials, processes, and training resources shared with partner institutions.

Example: *"BLOOOM IP remains the sole property of BLOOOM Inc. and may only be used for the Authorized Purpose, with no right to copy, modify, or sublicense."*

c. Waivers & Indemnification

Documents signed by partner organizations acknowledging full responsibility for local operations, releasing BLOOOM from liability for injuries, damages, or outcomes derived from use of its methodology.



These mirror the *LIFT – BLOOOM Waiver & IP Agreement*, which establishes:

- Limited license to use BLOOOM IP
- Confidentiality obligation
- Release and waiver of claims
- Indemnification and insurance clauses
- Governing law and jurisdiction (Florida)

d. Volunteer and Participant Consent Forms

Simplified documents for individuals taking part in microgreens activities, confirming understanding of physical participation, use of images, and handling of tools.

e. Legal Disclaimers

Statements to be included in training materials, web pages, or promotional use clarifying that BLOOOM provides educational guidance, not health or agricultural warranties.

3. Workflow and Compliance Process

1. **Drafting** – The Legal Writer uses the master templates and adapts them for each partner or project.
2. **Internal Review** – Drafts are shared with the Executive Director or Program Manager for approval before external circulation.
3. **Legal Counsel Review** – When required (new regions, new laws, or first-time partners), the document is reviewed by BLOOOM's retained counsel.
4. **Execution** – Agreements are signed digitally (via DocuSign or equivalent).
5. **Record Keeping** – All executed copies are archived with metadata (partner name, date, type, expiration).
6. **Annual Audit** – The Legal Writer conducts an annual check to verify active agreements, insurance certificates, and renewals.

4. Storage and Security

- All legal documents are stored under restricted access.
- Only authorized personnel (CEO, Program Manager, Legal Writer) have edit access.
- A copy of executed agreements is shared with the Finance department for compliance and insurance records.
- File naming convention:
YYYY-MM-DD_PartnerName_DocumentType_Status
Example: 2025-10-15_LIFT_Waiver_Executed.pdf



5. Key Principles

- **Confidentiality:** Every partner must sign before receiving program materials.
- **Non-Transferability:** No partner may sublicense or replicate the program outside the Authorized Purpose.
- **Accountability:** Partners assume full operational risk for their site implementation.
- **Transparency:** All terms must be clear and written in accessible language, avoiding legal jargon where possible.

6. Coordination with Other Areas

The Legal Writer works closely with:

- **Customer Success:** To confirm which schools have signed current waivers.
- **Operations:** To ensure insurance certificates and safety policies match the legal requirements.
- **Marketing:** To review image-use permissions and consent language before publishing any participant photos or videos.

7. Legal References

- *Release, Waiver, and Indemnification Agreement* (LIFT-BLOOM, 10/15) – Master template.
- *BLOOM Intellectual Property & Confidentiality Guidelines* – Internal policy.
- *Florida Nonprofit Legal Framework* – Governing law reference.