



**PRO BONO FINANCIAL PLANNING SUPPORTING
MILITARY/VETERANS MEMBERS
FINANCIAL PLANNING DAY EVENTS**

A letter of engagement, or client agreement, is a standard part of any financial planner’s practice. A letter of engagement is no less of an important tool in a pro bono relationship. In order to participate in many FPA-sponsored pro bono programs, letters of engagement are required and must be signed by a financial planner and, when required, by the client.

As part of the letter of engagement, FPA members are requested to use a “mini plan” process when working with pro bono clients. The mini plan is the basic financial planning process with the important exception of implementation and monitoring. It consists of three basic steps: 1) gathering data and setting goals, 2) data review and clarification, 3) plan presentation and discussion. The mini-plan process, unlike most paid planning arrangements where the client has a more complex financial situation, is nonetheless designed to follow a client-centered process. Within the context of providing guidance to military members, your goal is to help the military member identify their core problem/challenge, provide initial guidance and, if needed, recommend they see the Personal Financial Management specialist at their installation.

The planner will receive no compensation for this engagement, and will comply with all regulatory, professional and ethical obligations, including but not limited to those imposed by the Securities and Exchange Commission (SEC), state securities and insurance regulator. The planner affirms that all professional licenses and certifications held by the planner are in good standing, and that the planner has not at any time been censored, convicted or otherwise found by competent authority to be guilty of any fraudulent activity or professional misconduct.

The financial planner, nor anyone in the planner’s office, will be allowed to pursue an ongoing financial planning business relationship with the military member. If the military member/veteran requests such a relationship, the financial planner must decline the request and refer the client to the Personal Financial Management specialist for further consultation. If the military member/veteran wants an outside referral they should be directed to the PlannerSearch on the Financial Planning Association’s website at www.PlannerSearch.org to find a planner that can assist them further.

The financial planner participating in this letter of engagement is a member of the Financial Planning Association. The undersigned planner, whether a CFP® or not, is bound by the Financial Planning Association’s Code of Ethics and Standard of Care. Neither FPA nor its officers, members, or staff assume responsibility or liability for the accuracy or appropriateness of the advice given by said planner.

The military member/veteran understands that the responsibility for financial planning decisions are his/her own and that he/she is under no obligation to follow, either wholly or in part, any recommendation or suggestion provided by the pro bono planner.

(Pro Bono Planner signature) (Date)

(Print name, firm, address and telephone number)

