



GetNonprofitStatus.com

Non-profit organizations, like businesses, come to exist by many paths. We believe that this checklist provides the straightest line from "Point A to Point Mission". For the easiest, fastest, and surest path to IRS Tax-Exempt Status, invest in our "No-Lawyer Non-Profit Launch Kit" by visiting www.GetNonProfitStatus.com/launch-kit-offer

"STEPS TO CREATING YOUR NON-PROFIT" CHECKLIST

(Please refer to our video series on these checklist items, on our website's "Training" tab)

- Decide on the name of your non-profit organization. (Check the availability of the name you have selected.)
- Register your organization in the state you reside in (or the state of your choice). Create Articles of Incorporation. See our web page that links through to all 50 Secretary of State offices in the United States.
- Obtain your EIN Number (see our how-to video).
- Open a Bank Account and set up a basic record-keeping system
- Recruit a minimum number of volunteers for your "beginning board" (who will also serve as your primary officers) and form your first Board of Directors.
- Create mission and purpose statement and "Elevator Speech"
- State tax exemption; state, county or city licensing or permits required? Solicitation license?
- Write bylaws.
- File IRS Form 1023.
- Acquire non-profit mailing permit to qualify for non-profit mailing rates.
- Develop fund-raising plan.
- Develop a program with specifics to achieve goals that fulfill your mission.
- Develop budget.