

# START A NONPROFIT: CHECKLIST



## INCORPORATE IN YOUR STATE

- ☐ CREATE ORGANIZATION'S NAME
- ☐ NAME CANNOT ALREADY EXIST
- ☐ INCLUDE TYPE OF ENTITY (NONPROFIT)
- ☐ NAME REGISTERED AGENT
- ☐ NAME REGISTERED OFFICE
- ☐ NAME AT LEAST 1 BOARD MEMBER
- ☐ DESCRIBE ORGANIZATION'S PURPOSE

## GET EMPLOYER IDENTIFICATION NUMBER (EIN)

- ☐ APPLY WITH IRS AS A NON PROFIT

## ELECT A BOARD OF DIRECTORS

- ☐ MOST STATES REQUIRE 3 OFFICERS
- ☐ PRESIDENT, SECRETARY & TREASURER
- ☐ NOT RELATED OR IN BUSINESS TOGETHER
- ☐ ONLY NON-VOTING STAFF ON BOARD

## WRITE & ADOPT BOARD BYLAWS

- ☐ STATE MEMBER TERM LENGTH AND LIMITS
- ☐ SPECIFY MEMBER DUTIES AND ROLES
- ☐ BOARD ELECTION AND VOTING PROCEDURES
- ☐ MEMBER REMOVAL OR VACANCY PROCESS
- ☐ SPENDING LIMIT WITHOUT BOARD APPROVAL

## WRITE & SIGN CONFLICT OF INTEREST POLICY

- ☐ DEFINE CONFLICT OF INTEREST
- ☐ CREATE DISCLOSURE POLICY
- ☐ DETERMINE SIGNERS AND GET SIGNATURES
- ☐ CREATE PROCESS TO HANDLE CONFLICTS

## FILE 501 C 3 APPLICATION WITH IRS

- ☐ IF SMALL ORG CAN FILE SHORTER FORM
- ☐ APPLICATION IS LIKE AN AUDIT
- ☐ STRUCTURE, PURPOSE & PLAN IS SCRUTINIZED
- ☐ CONFLICTS OF INTEREST WILL BE EXAMINED
- ☐ APPLICATION & APPROVAL TAKES MONTHS

## FILE FOR STATE TAX EXEMPTIONS

- ☐ 501 C 3 PROOF CAN GET STATE SALES TAX EXEMPTION
- ☐ SOME STATES REQUIRE A FORM

## REGISTER TO FUNDRAISE WHERE REQUIRED

- ☐ 40 STATES REQUIRE REGISTRATION TO SOLICIT
- ☐ MAY REQUIRE FINANCIAL REPORTING
- ☐ CHECK YOUR STATE'S WEBSITE FOR REQUIREMENTS

## INVEST IN DONOR MANAGEMENT SOFTWARE

- ☐ TURBOCHARGE YOUR FUNDRAISING CAPABILITIES!

# 50 Questions For Starting A Nonprofit

**Jerry Maginnis**



## 50 Questions For Starting A Nonprofit:

250 Questions for Starting a Nonprofit Martin Stephens, 2015-01-02 Contains material adapted and abridged from The everything guide to starting and running a nonprofit by Jim Goettler c2010      **Starting and Running a Non Profit Made Easy** David H. Bangs, Entrepreneur Press, 2006-10-30 The guide that helps you help others If you want to spend less time worrying about making ends meet and more time focusing on your nonprofit s mission this is the book for you We ll show you how to stay financially solvent by applying traditional business planning to the unique challenges of a nonprofit This practical easy to use guide Enhances fundraising efforts and provides the hard numbers and measured outcomes your donors want to see Minimizes overhead and maximizes funds for your primary mission Extensive checklists forms and work sheets make the business side a breeze so you can improve your organization and fulfill your mission      **Nonprofits Made Easy**

Entrepreneur Press, 2006-11-01 The main priority of a non profit organization is the organization s philanthropic mission Managers are extremely passionate about furthering the mission yet they are not often trained in business management However to fulfill its mission a non profit must be financially solvent Starting and Operating a Non Profit Made Easy helps non profits become and stay financially solvent by applying traditional business practices to the unique challenges of a non profit organization It focuses on financial management and planning using cash flow budgeting and methods of quantifying fundraising and grant seeking activities two of the most important functions of a non profit It allows non profits to develop and stick to a long term plan rather than functioning hand to mouth dependent on unexpected monetary windfalls Using extensive checklists forms and worksheets the book helps non profit managers keep their organization running smoothly

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Opportunities abound the trick is knowing where to look and what to expect Whether readers are interested in trying jobs they've long dreamed of doing or just want something with flexible hours that brings in a little extra income this book covers all the options As Americans live longer and healthier lives the desire to work longer for the income the mental engagement or the chance to give back has grown But there is little guidance for the 50 crowd looking for work and few role models who've blazed a path In *Great Jobs for Everyone 50* author and personal finance retirement and career transitions expert Kerry Hannon shows the way with compelling stories from people who've been there Presenting the nitty gritty details of available job opportunities wages to expect typical hours and the qualifications and savvy needed to get hired the book is loaded with practical advice on how to prepare both professionally and financially to start out on a new adventure Shows where the best opportunities for new employment lie Helps readers find profitable and rewarding jobs to save for retirement Understands that different workers want different things from their jobs and shows how to cast a wide net to find an opportunity that fits Provides incredible insights into working after 50 from Kerry Hannon a nationally renowned expert in personal finance retirement and career transitions Motivational inspirational and thoroughly practical *Great Jobs for Everyone 50* explains how to find part time temporary work at home or seasonal employment in profitable rewarding jobs **A Passion for**

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**1964** United States. Congress. House. Committee on Education and Labor. Subcommittee on Human Resources,1981

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## **Table of Contents 50 Questions For Starting A Nonprofit**

1. Understanding the eBook 50 Questions For Starting A Nonprofit
  - The Rise of Digital Reading 50 Questions For Starting A Nonprofit
  - Advantages of eBooks Over Traditional Books
2. Identifying 50 Questions For Starting A Nonprofit
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an 50 Questions For Starting A Nonprofit
  - User-Friendly Interface
4. Exploring eBook Recommendations from 50 Questions For Starting A Nonprofit



- Personalized Recommendations
- 50 Questions For Starting A Nonprofit User Reviews and Ratings
- 50 Questions For Starting A Nonprofit and Bestseller Lists
- 5. Accessing 50 Questions For Starting A Nonprofit Free and Paid eBooks
  - 50 Questions For Starting A Nonprofit Public Domain eBooks
  - 50 Questions For Starting A Nonprofit eBook Subscription Services
  - 50 Questions For Starting A Nonprofit Budget-Friendly Options
- 6. Navigating 50 Questions For Starting A Nonprofit eBook Formats
  - ePub, PDF, MOBI, and More
  - 50 Questions For Starting A Nonprofit Compatibility with Devices
  - 50 Questions For Starting A Nonprofit Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of 50 Questions For Starting A Nonprofit
  - Highlighting and Note-Taking 50 Questions For Starting A Nonprofit
  - Interactive Elements 50 Questions For Starting A Nonprofit
- 8. Staying Engaged with 50 Questions For Starting A Nonprofit
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers 50 Questions For Starting A Nonprofit
- 9. Balancing eBooks and Physical Books 50 Questions For Starting A Nonprofit
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection 50 Questions For Starting A Nonprofit
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine 50 Questions For Starting A Nonprofit
  - Setting Reading Goals 50 Questions For Starting A Nonprofit
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of 50 Questions For Starting A Nonprofit

- Fact-Checking eBook Content of 50 Questions For Starting A Nonprofit
- Distinguishing Credible Sources

### 13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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