

STARTING A NON-PROFIT CHECKLIST

- Complete community needs assessment
- Decide whether Non-Profit will be a membership organization or not.
- File the certificate of incorporation (with Secretary of State or State Attorney General)
- Select individuals to serve on the board of directors
- Complete Strategic Planning process
- Develop vision and mission statements
- Establish bylaws and board policies
- Obtain an employer identification number (EIN)
- File for federal tax exemption
- Request IRS determination letter
- Open a bank account and establish check signing procedures
- Follow state and local non-profit regulations
- Establish a payroll system and procure necessary insurance coverage
- Find office space and obtain office equipment
- Recruit staff and prepare a personnel manual
- Develop an overall fundraising plan

Notes and Additional Items:

