

# NON-PROFIT Corporations

## Key Steps to start a charity:

- Elect a Board of Directions and Offices
- Obtain an EIN via IRS Form SS4
- Prepare Articles of Incorporation
- Adopt Bylaws
- Obtain 501 (c)(3) Tax Exemption
- File for State Tax Exemption
- File Charity Solicitation Registration
- Prepare Meeting Minutes of Board of Directors
- Recruit & Train a Fundraising Team
- Develop a Strategic Plan
- Develop Marketing Strategies
- Develop a Website
- Develop a Corporate Sponsorship Program
- Develop a Grant Solicitation Strategy
- Develop Board of Direction Duties
- Develop Organizational Policy Handbook

## Our nonprofit start-up services include:

- 501(c)(3)
- Strategic Planning
- Marketing Services
- Graphic Design
- Grant Writing
- Fundraising Ideas
- Capacity Building
- Web Design