

NONPROFIT START-UP CHECKLIST

1. What is the name of the organization?
2. Does the organization have a religious affiliation?
3. What is the street address and county the organization is located in?
4. What is the mailing address if it is different from the street address?
5. What is the name of the Registered Agent and address?
6. What is the name and address of each incorporator?
7. Will the organization have members?
8. Are there any special provisions regarding assets upon dissolution?
9. What is the street address of the principal office if different from above?
10. What is the mailing address of the principal office if different from the street address?
11. What is the purpose of the organization?
12. What is the mission statement?
13. Will the organization be soliciting funds?
14. What is the proposed budget for the next 3 years?
15. Will there be employees? If so, what are their titles, salaries, names, and addresses?
16. Will there be any leases or loans? If so what is the purpose?
17. Does the organization have a history with another organization?
18. Please list any specific solicitation of funds activities. How will funds be solicited?
19. Is the organization affiliated with a government agency?
20. What types of contributions will be accepted?
21. Will the organization participate in international transactions?
22. Will the organization make loans to other organizations?
23. Will the organization be private or public?
24. Please list the name and address of officers.
25. What necessary insurance coverage is required?

Setup Summary:

1. Final Board Selection
2. Writing of Organizational By-Laws
3. Opening of Bank Accounts
4. Policies & Procedures Development
5. Securing Mail Permits
6. Setting up Financial Books
7. Budget Development
8. Fundraising Strategies
9. "Next Steps" Planning