



Success Makers Associates, LLC

501c3 Checklist

“Establishing Your Non-Profit”

- ✓ Determine coalition’s purpose. Draft clear, concise written mission statement and goals.

What is Your Mission Statement – Type it Here:

Sample Mission Statement: XYZ Outreach Center’s mission is to improve the quality of life for senior citizens in our community through the ministry of caring and sharing.

Type Your Goals Here:

Goal 1:

Goal 2:

Goal 3:

Goal 4:

- ✓ **Sample Goals:** (We recommend a minimum of 3 goals.)

By January 2013, XYZ Outreach Center will establish an after school outreach program for children ages 5-17.

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Type Your Objectives Here:

Objective 1A:

Objective 1B:

Objective 2 A:

Objective 2B:

Objective 3A:

Objective 3 B:

✓ Sample Objectives: (We recommend a minimum of 3 Objectives.)

Objective 1A. To provide an educational after school program serving 50 students per week.

Objective 1B. To provide a nutritious meals for children and teenagers enrolled in the after school program.

Contact Information for Your Non-Profit Agency:

Full Name of Agency Contact Person:

Name of Non-Profit Agency:

Address of Non-Profit Agency:

Phone Number of Non-Profit Agency:

Email Address:

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- ✓ Form **Board of Directors**. Type the names, roles/responsibility and contact information here for your Board of Directors in the chart below.

Management Team Member	Role/Responsibility	Contact Information
Bill Balloon	President (sample)	Address: 1500 Waterway Street Anywhere, MS 30000 Phone: 662-999-0099 Email: bballoon@yahoo.com
	President	
	Vice President	
	Secretary	
	Board Member	
	Board Member	

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✓ **Form a Leadership/Management Team of Advisors and Professional Consultants** for Your Non-Profit Organization. Type your Leadership/Management Team Members' names, roles/responsibilities and contact information in the chart below.

Leadership Advisory Team Member	Role/Responsibility	Contact Information
Carl Kinship	Executive Director (sample)	Address: 1000 Maple Street Uptown, MS 21100 Phone: 662-000-0000 Email: ckinship@yahoo.com
	Executive Director	
	Assistant Director	
	Treasurer /Financial Secretary	
	Project Director	
	Attorney/Legal Representative	
	Certified Public Accountant (CPA)	
	Banking Official	
Dr. Martha Liddell	Grant Writer/Technical Assistance Company	Success Makers Associates, LLC Post Office Box 9555 Columbus, MS 39705 Phone: 662-889-7003 drmartha@successmakersassociates.com

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✓ **Role of Board Members:**

A non-profit board member can be a full-time or part-time job, voluntary or paid position depending on the organization. Non-profit board members become familiar with the organization's mission and remain up to date on the laws regarding the 501(c) status of the non-profit organization, employee law, and other pertinent legal and financial information.

✓ **How to Choose a Board of Directors:**

A nonprofit organization's board of directors has very important responsibilities. The board of directors, for example, is responsible for creating the mission statement and purpose for the nonprofit organization. The highest ethical standards should be adhered to at all times, by every board member. For that reason, you must select individuals who are of the highest moral character to serve on your nonprofit's board.

✓ **Our Advice on Choosing a Board of Directors:**

- 1. Select individuals to serve on the board of directors **who share the organization's sense of purpose.** In choosing board members, make a thorough review of your nonprofit's mission statement. Those who don't share your organization's belief will be of little value to your nonprofit organization. Chances are they won't work as hard to accomplish the goals of your organization. Avoid individuals who may view serving on your board as a mere steppingstone to something greater.*
- 2. Choose individuals who understand **sound business principles.** It's helpful if the individual you select to serve on the board of directors has prior success in business. More importantly, members of your nonprofit's board should be highly competent and capable of strategic thinking. The individuals you select should be so passionate that they're willing to donate time and money to ensure the organization is able to accomplish its mission.*
- 3. **Choose people who know how to raise money.** Fund-raising is a key element in any nonprofit organization, which usually can't exist without contributions and cash donations. For that reason you must select board members who are eager and happy to raise money for the organization.*

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4. **Build a board of directors that has individuals of varying talents or professions.** *Selecting individuals from different professional backgrounds helps ensure your nonprofit organization can handle a wide range of issues should the need arise. For example, instead of choosing two **accountants** to serve on your board of directors, you may want to consider **having one accountant and one lawyer serve as board members.***

THINGS SUCCESS MAKERS ASSOCIATES WILL DO TO ESTABLISH YOUR NON-PROFIT ORGANIZATION

- File articles of incorporation. For nonprofits that want to incorporate, requirements for forming and operating a nonprofit corporation are governed by state law. Contact secretary of state or state attorney general's office.
- Draft bylaws. Bylaws should be drafted and approved by coalition early in its development. An attorney experienced in nonprofit law can review bylaws for appropriateness.
- Conflict of Interest Statement-Signature from all member of Board of Directors
- Develop a professional Five-Year Strategic Plan. The strategic planning process expresses a vision of coalition's potential. It is needed along with a 501 C 3 Non-Profit status to qualify for grant funding.
- Develop description of services and Narrative of activities
- Outline steps needed to work toward that potential and determine staffing needed to implement plan. Establish program and operational priorities for at least one year.
- Develop budget and resource development plan. Financial oversight and resource development (e.g., fundraising, earned income, membership) should be described in resource development plan and budget.

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THINGS THE NON-PROFIT ORGANIZATION WILL NEED TO DO ONCE ESTABLISHED

- Establish record-keeping system for the coalition's official records. Corporate documents, minutes, financial reports, and other official records must be saved for the life of the coalition.
- Establish accounting system. Good stewardship of coalition's funds requires an accounting system that meets current/future needs. Annual audits by an accountant (CPA) may be required.
- File Internal Revenue Service (IRS) determination of federal tax exempt status. Nonprofit corporations with charitable, educational, scientific, religious, or cultural purposes have tax exempt status under section 501(c)(3) or section 501(c)(4) of the Internal Revenue Code. To apply, obtain application form 1023 and publication 557 (detailed instructions) from the local IRS office. The application is a legal document - an attorney can help prepare it.
- File state and local tax exemptions. According to state, county, and municipal law, apply for exemption from income, sales, and property taxes with appropriate revenue department.
- Meet requirements of state, county, and municipal charitable solicitation laws. Many states and local jurisdictions regulate organizations that solicit funds. Compliance involves obtaining a license and filing an annual report/financial statement. Check with state attorney general's office, state department of commerce, state/local department of revenue, or county/city clerk's office.
- Obtain employer identification number from IRS
- Register with state unemployment insurance bureau
- Apply for nonprofit mailing permit from U.S. Postal Service
- Obtain directors' or officers' liability insurance



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