



NONPROFIT CHECKLIST

DATE	ACTIVITIES	<input checked="" type="checkbox"/>
	Create Your Overall Vision	<input type="checkbox"/>
	Create Your Overall Mission	<input type="checkbox"/>
	What Are Your Strategic Objectives, Goals & Initiatives	<input type="checkbox"/>
	Form Your LLC	<input type="checkbox"/>
	EIN Number	<input type="checkbox"/>
	Nonprofit Form 1023	<input type="checkbox"/>
	Articles of Incorporation	<input type="checkbox"/>
	NAICS Code	<input type="checkbox"/>
	Business Plan	<input type="checkbox"/>
	State Tax Exemption	<input type="checkbox"/>
Each Year	Tax Form 990	<input type="checkbox"/>
	UEI Number	<input type="checkbox"/>
	Sams.gov Registration	<input type="checkbox"/>
	Create Your Website	<input type="checkbox"/>
	Required website forms (Privacy, Non-discrimination, 501c3)	<input type="checkbox"/>
	Copyright (if needed)	<input type="checkbox"/>
	Trademark (if needed)	<input type="checkbox"/>
	By Laws	<input type="checkbox"/>
Each Year	Board Meeting Notes	<input type="checkbox"/>
	IC Agreement or W2 agreement (if have staff/employees)	<input type="checkbox"/>



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DATE	ACTIVITIES	<input checked="" type="checkbox"/>
	Donation Letter	<input type="checkbox"/>
	Financial Plan	<input type="checkbox"/>
Ongoing	Sponsor Deck	<input type="checkbox"/>
	Delegate NPO Officers	<input type="checkbox"/>
	Board of Directors	<input type="checkbox"/>
	Advisory Board	<input type="checkbox"/>
Ongoing	Lead Lists & Newsletter	<input type="checkbox"/>
Each year	Annual Fund	<input type="checkbox"/>
Every 3 years	Capital Campaign	<input type="checkbox"/>
Ongoing	Grants, Foundations, Community Funds	<input type="checkbox"/>
Ongoing	Government Contracting	<input type="checkbox"/>
Ongoing	Joint Ventures	<input type="checkbox"/>
	Letter of Determination	<input type="checkbox"/>
Each Year	Annual Report	<input type="checkbox"/>
	Tech Soup/Google for Nonprofits (Gsuite, Ads, equipment, etc.)	<input type="checkbox"/>
	Women Owned Business Certified (if applicable)	<input type="checkbox"/>
	ADDITIONAL SERVICES	<input type="checkbox"/>
	NPO Compliance	<input type="checkbox"/>
	Funding Search (State Specific) & Grant Writing	<input type="checkbox"/>
	Build Business Credit	<input type="checkbox"/>