The ABC’s of Starting and Managing a Nonprofit

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Disclaimer: This information is not intended to replace the advice of a lawyer.
Program Growth: Good News, Bad News

http://miparentscouncil.org/full-mandarin-immersion-school-list/
https://infogr.am/app/#/edit/psharkey_1394388041
The Nonprofit Route

Meeting Incorporation Requirements

Applying for 501(c)(3) Status

Managing a Nonprofit Board

Additional Resources: https://www.pinterest.com/globaissance/nonprofit-resources/
Meeting Incorporation Requirements

Your State Agency:  Department of State?  Department of Education?

Develop Nonprofit Identity and Officers/Trustees

State Name Requirements; DBA; Logo
Mission, Vision, Values
Marketing Materials
Board Training Infrastructure; Network of Advisors and Volunteers

http://foundationcenter.org/gainknowledge/map/start-up-map.html
Meeting Incorporation Requirements

File Articles of Incorporation and Request EIN

- Tax-exempt Purpose Clause (Charitable? Educational?)
- Dissolution Clause (Dedicating Assets to another 501(c)(3) Nonprofit)

Adopt Bylaws, Budget, Policies

- Conflict of Interest Policy
- Nondiscrimination Policy

File Applications

- Form 1023 for Nonprofit Status

http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online
http://www.nolo.com/legal-encyclopedia/nonprofit-corporation
Applying for 501(c)(3) Status

Form 1023

Prerequisites
- Articles of Incorporation with purpose and dissolution clauses
- EIN
- Authorization Documents

Checklist
- Tax-exempt Purpose (Charitable? Educational?)
- Dissolution Clause (Dedicating Assets to another 501(c)(3))

Interactive Fillable Form
- Schedule B. Schools, Colleges, and Universities

http://www.stayexempt.irs.gov/Starting-Out/Interactive-Form-1023-Prerequisite-Questions
Applying for 501(c)(3) Status

Form 1023

Application for Recognition of Exemption

Identification of Applicant
Organizational Structure
Required Provisions in Your Organizing Documents
Authorization Documents
Narrative Description of Activities
Compensation and Other Financial Arrangements
Your Members and Other Individuals and Organizations that Receive Benefits from You
Your History
Specific Activities
Financial Data
Public Charity Status

Schedule B. Schools, Colleges, and Universities

Operational Information
Establishment of Racially Nondiscriminatory Policy

Basic Principals of Governance

- **Duty of Care**
  - Practice good business judgment at all times
  - Practice due diligence in decision making

- **Duty of Loyalty**
  - Act in the best interest of the organization
  - Avoid conflicts of interest

- **Duty of Obedience**
  - Be faithful to the mission and goals
  - Follow the governing documents

Just the Beginning!

- Business Plan Generation
- Fan-raising and Fundraising
- School Development and Management

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