



STARTING NONPROFITS FUNDAMENTALS

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eBook with video-guided instruction

Susan Woods Nonprofit Solutions
www.TrustSusanWoods.com | 704.968.2769

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Lesson 1: Introductory Topics

- What is a 501(c)(3) nonprofit organization?
 - IRS tax-exempt purposes
 - Charitable tax-exempt purposes
 - Advantages of 501(c)(3) status
 - Disadvantages of 501(c)(3) status
 - Summary and next steps
 - Knowledge Check
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Lesson 2: Form 1023 versus Form 1023-EZ

- Advantages: Form 1023 and Form 1023-EZ
 - Disadvantages: Form 1023 and Form 1023-EZ
 - Summary and next steps
 - Knowledge Check
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Lesson 3: 20 Steps to starting 501(c)(3) nonprofit organizations

- **Lesson 3a – Steps 1-5**
 1. Observe problem in the community
 2. Validate problem in the community
 3. Choose broad name for the nonprofit
 4. Acquire Employer Identification Number (EIN)
 5. Describe purpose of the nonprofit organization
- Summary and next steps
- Knowledge Check

- **Lesson 3b – Steps 6-10**

6. Describe the people you plan to serve
7. Describe the service area of the organization
8. List the human resources required to offer services
9. List the tangible assets required to offer services
10. Create financial data report using steps 8 and 9

- Summary and next steps
 - Knowledge Check
-

- **Lesson 3c – Steps 11-15**

11. File Articles of Incorporation
12. Write Bylaws
13. Write Your Activities
14. Write Conflict of Interest Policy
15. Write Fundraising Activities

- Summary and next steps
 - Knowledge Check
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- **Lesson 3d – Steps 16-20**

16. Write Financial Data Report
17. Create Pay.gov account
18. Complete Form 1023
19. Attach Supplemental Responses
20. Process IRS processing fee

- Summary and next steps
- Knowledge Check

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