



## STARTING NONPROFITS FUNDAMENTALS

### Overview

The **Starting Nonprofits Fundamentals** online self-paced class guides you through the 20 steps (listed below) to starting a 501(c)(3) nonprofit organization from scratch.

### Learning Objectives

1	Observe and document problem(s) you plan to address.
2	Confirm the validity of the problem(s) with statistical data.
3	Describe the target group that you plan to serve.
4	Describe the location where you plan to serve.
5	Describe the services you plan to offer.
6	List the human resources required to offer services.
7	List the tangible assets required to offer services.
8	Create expenses projections for Steps 6 and 7.
9	Host a community meeting to determine support.
7	Acquire the <b>Employer Identification Number (EIN)</b> .
8	Write the <b>Bylaws</b> document.
9	File the <b>Articles of Incorporation</b> .
10	Write the <b>Your Activities</b> document.
11	Write the <b>Financial Data</b> document.
12	Write the <b>Fundraising Activities</b> document.
13	Write the <b>Conflict-of-Interest Policy</b> document.

14	Create a <b>Pay.gov account</b> to upload application.
15	Complete the <b>Form 1023: Application for Recognition of Exemption</b> .
16	Complete the <b>Form 1023: Schedules</b> (if applicable).
17	Acquire <b>expedited letter requests</b> (if applicable).
18	Proofread the Form 1023 and documents (supplemental responses).
19	Complete the steps to combine supplemental responses into one PDF file.
20	Complete the steps to upload the PDF file and submit payment to IRS.

### What the class includes?

The **Starting Nonprofits Fundamentals** self-paced online class includes:

- Scenario-based content
- Practice activities
- Knowledge checks
- End-of-class survey
- Certificate of completion

### How to complete the class?

You can complete this improved online self-paced **Starting Nonprofits Fundamentals** class at your pace, around your schedule, in the comfort, privacy, and safety of your home.

The enrollment fee is **\$150** per person. You will have **60 days** to complete the class.

[Enroll here >>](#)

### Questions or comments?

If you have any questions or comments about the **Starting Nonprofits Fundamentals** self-paced online class, please submit them [here](#) >>