

Start a Nonprofit Organization

	Date Started	Date Completed
1. Develop a Board of Directors.		
2. Write vision and mission statements.		
3. Choose a name and Obtain a fictitious name certificate, also called a DBA, or 'doing business as'.		
4. Write bylaws.		
5. File articles of incorporation with the state.		
6. Analyze other organizations that provide similar programs and services.		
7. Develop program and service ideas.		
8. Obtain or plan for facilities.		
9. Develop a three-year budget.		
10. Develop a fundraising plan.		
11. Develop a business plan.		
12. Develop a strategic plan.		
13. Apply for 501(c)3 status.		
14. Apply for state sales tax exemption.		
15. Register to solicit charitable contributions in every state where you will ask for donations.		
16. Check local zoning or other filing requirements.		
17. Create marketing image and design promotional materials.		
18. Announce your new organization to key decision makers in your community.		
19. Announce your new organization to the public.		
20. Put your plans into action.		