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## How to Start a Nonprofit Organization Checklist

1. **Decide on the Type of Nonprofit Organization you Want to Open.** 
  - a. Identify a social need or problem you'd like to address.
  - b. Determine whether your NPO would positively contribute towards this issue.
  - c. Find out if there are existing NPOs addressing the same problem.
  - d. Attract like-minded people to work with.
  - e. Create a mission statement.
  
2. **Write a Business Plan.** 
  - a. Executive summary.
  - b. Business description.
  - c. Market analysis.
  - d. Organization management.
  - e. Sales strategy.
  - f. Funding needs.
  - g. Financial projections.
  
3. **Secure Financing.** 
  - a. financing. a. Determine the many possible ways your NPO will generate money.
  - b. Consider charging fees for services and products, soliciting private contributions and donations, and applying for government grants.
  
4. **Choose a Name.** 
  - a. Choose a name that aligns with your brand and mission statement.

- b. Check your name's availability.
- c. Reserve your corporate name.

**5. Recruit Your Board.**

- a. Recruit members who have the right blend of skills and experience.
- b. Recruit members with access to financial resources.
- c. Recruit members with management, legal, or marketing expertise.
- d. Recruit members with access to community networks.

**6. Incorporate Your Nonprofit Organization.**

- a. Choose your legal structure.
- b. Register with your state.
- c. Apply for nonprofit tax-exempt status.
- d. Obtain necessary licenses and permits.

**7. Identify Premises for Your NPO's Headquarters.**

- a. Consider the cheapest options available.
- b. Contact organizations that donate office equipment and furniture to Nonprofits.
- c. Determine if you really need a space.
- d. Calculate costs. 
  - i. Find out what's in your budget.
  - ii. Total utilities.
  - iii. Total technology costs.
  - iv. Total rent and maintenance.
- e. Shop around.

**8. Hire Employees.**

- a. Write a job description.

- b. Post on a job board.
- c. Review applications and resumes.
- d. Interview candidates.
- e. Check references.
- f. Send a job offer.
- g. Fill out the mandatory IRS forms.
- h. Invest in the right technology.

**9. Brand and Advertise.**

- a. Craft your brand. 
  - i. Write an elevator pitch.
  - ii. Find out who your customers are.
  - iii. Decide what kind of brand personality you want to have.
  - iv. Determine what you want people to associate your brand with.
- b. Connect with customers through advertising. 
  - i. Set up email marketing software.
  - ii. Set up SMS marketing software.
  - iii. Create social media accounts for your business.