

PERKINS



LAW  
PLLC

## Nonprofit Start-Up Package

If you are starting a new nonprofit organization, let Perkins Law help you navigate the process and provide the following services on a flat fee basis:

1. Feasibility assessment of tax-exempt purpose(s)
2. Assistance in designing corporate structure
3. Preparing and filing Articles of Incorporation
4. Preparing Bylaws
5. Preparing organizational consents
6. Assisting with organizational meeting of initial directors
7. Consultation upon request with initial directors regarding fiduciary duties and related issues
8. Assisting with preparation of IRS Form SS-4 and Virginia Form R-1(as applicable)
9. Coordinating the preparation and filing of IRS Form 1023 or 1024
10. Responding to IRS questions concerning Form 1023 or Form 1024
11. Preparing corporate minute book
12. Providing advice concerning public disclosure requirements
13. Preparing conflict of interest policy
14. Answering questions on corporate governance issues
15. Assisting with state charitable solicitation registration requirements

<sup>1</sup> The flat fee does not include State Corporation Commission or Internal Revenue Service fees.

*\*\*This material is provided for informational purposes only and should not be construed as legal advice. Receipt of this information does not create an attorney-client relationship between the recipient and the author.*