

NONPROFIT SUPPORT SERVICES

NEW NONPROFIT CORPORATION PACKAGE

We offer a special "New Nonprofit Corporation Package" for a very reasonable flat fee. This comprehensive package of services includes everything needed to successfully start a new nonprofit corporation. We guarantee that all of our work complies with all state and federal laws. Advice and training seminars from our attorney will ensure that the organization avoids the legal pitfalls which commonly cause problems for newly formed groups. Our package of services will allow the directors and staff to concentrate on the organization's programs and activities, while knowing that all of the organization's legal requirements will be fully and completely satisfied.

Please visit our website at www.nonprofit-support.com for more information about our office, staff and services.

Our NEW NONPROFIT CORPORATION PACKAGE includes the following services:

- ◆ We work closely with the Founders and Board of Directors to design the proper organizational structure.
- ◆ We prepare the Articles of Incorporation or review the existing Articles and if necessary revise them to meet the requirements of both state and federal law.
- ◆ We prepare Bylaws that fit the unique needs and structure of each organization.
- ◆ We meet with the Board of Directors and lead the ORGANIZATIONAL MEETING to ensure that all necessary resolutions needed to initiate operations are properly passed. We also provide the formal minutes of the meeting.
- ◆ We contact the IRS to secure a Federal Tax Identification Number (EIN) for the organization and assist with opening the new corporation's bank account.
- ◆ We register the organization with the Oregon Department of Justice.
- ◆ We provide an educational seminar for the Board and staff to make sure that they understand their legal responsibilities and organizational roles, and are aware of common legal pitfalls and problems which the group may encounter.
- ◆ We provide a series of informative written reports to help the present and future directors run the organization properly. These include legal advice on how to manage a nonprofit, how to avoid personal liability, how to deal with conflicts of interest, information about federal tax exempt status, how to meet state and federal reporting requirements, and a variety of other subjects.
- ◆ We provide a variety of corporate forms to help the organization operate more efficiently.
- ◆ We set-up and provide a Corporate Minutes Book for storing of all the corporate documents and records, an Archival Corporate Minutes Book, and a Policy Manual.
- ◆ We act as the official registered agent to make sure that all formal notices from the state or federal government are properly handled.
- ◆ This package will get a new nonprofit properly established, organized and operating and provide it with direct consultation, advice and an educational training seminar from an attorney specializing in Nonprofit Corporation Law. The Board of Directors or staff will be able to consult with an expert, by phone or in person to answer any questions they have about the initial organization process.

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NEW NONPROFIT SEMINAR TOPICS

As part of our New Nonprofit Corporation Package we provide an EDUCATIONAL BOARD TRAINING SEMINAR for the new Board of Directors, staff and members. Our seminar covers a variety of important topics and is designed to educate the organization about the proper management of a nonprofit corporation, to alert it to a variety of potential legal problems or traps that nonprofit groups commonly face, and to answer questions about any and all aspects of operating and managing a nonprofit corporation.

Our Board Training Seminars cover a variety of issues of concern to nonprofit corporations, including the following topics:

- **Essential First Steps for New Nonprofit Corporations**
- **How To Manage a Nonprofit Corporation**
- **How To Avoid Personal Liability for the Corporation's Debts**
- **Proper Financial Procedures and Financial Controls**
- **Reporting Requirements for Nonprofit Corporations**
- **How To Deal With Conflicts of Interest**
- **How to Write and Adopt Minutes**
- **Properly Classifying Independent Contractors and Employees**
- **Creating and Using Board and Non-Board Committees**
- **Fiscal Sponsors and Raising Money During the First Months**
- **Successfully Gaining Federal Tax Exempt Status**
- **Unrelated Business Income: IRS Requirements**
- **Limits on Political Activity by Nonprofit Corporations**
- **IRS Public Disclosure Requirements**
- **State And Federal Laws That Govern Nonprofit Corporations**
- **And much more**

The seminar will be lead by an attorney who is a recognized expert in the laws governing nonprofit corporations.

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PAYMENT AGREEMENTS FOR OUR NEW NONPROFIT CORPORATION PACKAGE

Our “**New Nonprofit Corporation Package**” provides a valuable service at a reasonable fee with payment terms that even a small group can afford. The following information describes our charges and payment policies.

PAYMENT AGREEMENTS:

1. OUR FEES: The charge for our “**New Nonprofit Corporation Package**” is from \$1,900 to \$7,500 depending on the size and complexity of the organization, the nature of its legal needs and other factors which require additional time and service. For example, Private Foundations, Trade or Professional Associations, Mutual Benefit organizations and Homeowners Associations all require significantly more work and expense and we charge more for the package.

2. ACTUAL EXPENSES: It is a standard practice for law offices to bill actual expenses separately from fees. This is especially important for us since we consciously choose to charge lower hourly and flat fee rates than other law offices with comparable expertise. In keeping with our flat fee approach, we have bundled the costs for filing fees, fax, postage, and copies into a single flat fee of \$200. However, if our attorney must travel any significant distance to meet with the organization, for instance to assist with the Organizational Meeting or to present the Educational Seminar, we charge \$75 per hour and 55¢ per mile for that travel. There is also an additional \$60 per hour “overtime” charge for meetings, seminars or travel that are scheduled after regular work hours in evenings or on weekends.

3. ADDITIONAL WORK: We would be very glad to provide other legal services for you, as well. Please tell us if our help is needed on issues beyond the scope of the basic organizational issues related to our New Nonprofit Corporation Package, such as writing or reviewing contracts, employment and personnel issues, negotiating or advising regarding leases or real estate transactions, conflict mediation or issues involving other organizations. We charge separately for these extra legal services.

4. PAYMENT SCHEDULE: To help nonprofit groups with limited funds, we ask for payment of *half* the total fee when we begin working for your nonprofit organization. The remainder is due within 60 days. However, special payment terms are available on request. Interest charges of 18% per annum or 1.5% per month will be charged on any amount not paid within the terms of your Payment Agreement.

5. OTHER SERVICES: *We would be glad to help your group apply for 501(c)(3) Federal Tax Exempt Status. This service is not included in our New Nonprofit Corporation Package because many groups choose to wait before applying and some groups decide not to apply at all.*