

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.

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.**