

TAX EXEMPT STATUS SEMINAR TOPICS

The tax exempt status package offered by **Nonprofit Support Service** includes an educational seminar for your Board of Directors, staff, volunteers and members. The educational seminar that includes the following topics:

- *How to legally and properly manage a tax exempt, nonprofit organization*
 - *Handling Conflicts of Interest and IRS Guidelines*
 - *Proper financial procedures and financial controls for nonprofit corporations*
 - *Record keeping requirements for tax exempt donations*
 - *State and Federal reporting requirements for tax exempt organizations*
 - *Limits on political activity and lobbying for 501(c)(3), (c)(4), (c)(6) or (c)(7) organizations*
 - *Understanding and dealing with unrelated business income (UBI)*
 - *The restrictions and limitations that State Law, Federal Law and the IRS Regulations impose on tax exempt organizations*
 - *Website; Appropriate Information and Links*
 - *Foreign Activities*
 - *Professional Fundraising/Bingo/Raffles*
 - *Intellectual Property*
 - *The most common pitfalls and mistakes made in solicitations for tax deductible contributions*
 - *How to legally solicit tax deductible contributions*
 - *What your donors need to know to take legal advantage of their deductions*
 - *Rules for valuing non-cash contributions*
 - *How to determine which contributions are deductible and which are not deductible*
 - *How to recognize and avoid improper private benefit*
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It is the goal of **Nonprofit Support Services** to ensure that your organization's Directors, Officers, members and staff have all of the information needed to fully and completely understand how to legally manage your organization, and to successfully use its tax exempt status to secure a stable financial foundation. The seminar is led by an attorney who is an experienced specialist in the laws governing nonprofit organizations, and their successful management and operation.

There is no time limit on our seminars, and following the formal presentation of the above topics, our attorney will work with your organization for as long as necessary to make sure that all of your questions are answered satisfactorily and that you feel prepared to meet the challenges facing your organization.