



NameSnack

#1 Business Name Generator

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 you. ☐
 - 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. 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. ☐



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- d. Obtain the 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. ☐

