

SCHOOLS LEGAL SERVICE

NONPROFIT CORPORATION FORMATION WORKSHEET

Attach Additional Sheets If Needed

The following information will help us get started with the planning and document preparation for your nonprofit organization.

FILING FEES

- Incorporation \$30 (check payable to California Secretary of State)
- IRS User Fee \$600 for organizations over \$50,000 in gross receipts in any of the next 3 years or have total assets in excess of \$250,000. If under the above limits, IRS User Fee is \$275. (check payable to IRS)
- Attorney General, Register of Charitable Trust \$25 (check payable to Department of Justice)

BACKGROUND AND INDIVIDUALS INVOLVED

1. Proposed name of corporation: _____
Address of principal office: _____
Mailing Address, if different: _____
Do you wish to have name reserved? YES NO
2. Name of incorporator (person who will sign articles of incorporation and appoint initial directors): _____
3. Name and address of agent for service of process: _____

4. Name and phone number of primary contact (director, trustee or authorized representative):

5. Website: _____ E-mail (optional): _____
6. Name, address and telephone number of accountant who will assist with formation:

7. Describe the specific purposes for which the corporation was formed:

8. Directors:

A. Names and mailing addresses of initial directors:

B. How many of initial directors may be "interested persons?" (Compensated for non-director services to the corporation within the past 12 months or related to such a person?)

C. Number of directors (single number or specified minimum and maximum number):

D. Terms of directors: _____

E. If directors' terms staggered, specify: _____

F. How is selection of board members envisioned? (e.g., election by corporate "members," designation of initial board which then elects successors, designation by named organization or individual, etc.) _____

9. Officers:

A. Select Titles:

- Chairman of the Board or President/Chief Executive Officer/Executive Director (circle one)
- Vice-President(s)
- Secretary (cannot also serve as President)
- Chief Financial Officer/Treasurer (circle one)

B. Names and mailing addresses of initial officers:

C. Term of office for officers (typically 1 year, 3 year maximum): _____

10. Members:

“Members” of a nonprofit corporation are individuals who may be given certain rights in the corporation, such as the right to elect directors, to vote on significant events such as dissolution and merger, etc. Classes of membership can be set up as voting or nonvoting, and may require the payment of dues.

Specify any classes of membership, whether dues required, whether voting powers:

11. Will the officers or directors of the corporation be compensated, and if so, how? Will any member be employed by the corporation? If so, give details:

12. Will the corporation lease or purchase real property? YES NO (Provide copies of any leases.)

13. Date of annual meeting (example: third Tuesday in November): _____

14. Fiscal year:

- Calendar Year
- Other: _____

15. Proposed Committees: (specify whether board committee or advisory):

18. Please list the corporation's expected sources of financial support in order of size:

19. Fund-raising — check all the fund-raising programs the organization conducts, or will conduct:

| | |
|---|--|
| <input type="checkbox"/> Mail solicitations | <input type="checkbox"/> Phone solicitations |
| <input type="checkbox"/> E-mail solicitations | <input type="checkbox"/> Accept donations on the organization's website |
| <input type="checkbox"/> Personal solicitations | <input type="checkbox"/> Receive donations from another organization's website |
| <input type="checkbox"/> Vehicle, boat, plane, or similar donations | <input type="checkbox"/> Government grant solicitations |
| <input type="checkbox"/> Foundation grant solicitations | <input type="checkbox"/> Other |

Describe each fund-raising program. For each checked activity, describe the funds raised, how the activity is conducted, and what specific purpose the funds will be used.

Please describe the corporation's fund-raising program, both actual and planned, and explain to what extent it has been put into effect. Be specific and include details of fund-raising activities such as selective mailings, committees, etc., and attach representative copies of solicitations, if any.

23. Will the corporation engage in any of the following transactions with a political organization or with a tax-exempt organization?
- Grants
 - Purchases or sales of assets
 - Rental of facilities or equipment
 - Loans or loan guarantees
 - Reimbursement arrangements
 - Performance of services, membership or fund-raising solicitations
 - Sharing of facilities, equipment, mailing lists or other assets, or paid employees

If so, explain fully and identify the other organizations involved:

24. Is the corporation financially accountable (required to report its income and expenses) to any other organization? If so, explain, identify the other organization, and include details concerning the accountability or attach copies of reports if any have been submitted:

25. Specify the assets of the corporation have which are used in the performance of its exempt function: (Examples: land, buildings, equipment, publications - not to include cash or investments)

26. Will the corporation be the beneficiary of tax-exempt bond financing within the next two years?

YES NO

27. Will any of the corporation's facilities be managed by another organization or individual under a contractual agreement?

YES NO If so, attach copy of contract.

28. If a membership organization, attach a schedule of fees and dues, describe present and proposed efforts to attract members, attach any promotional material for this purpose, and specify any benefits members will receive in exchange for payment of dues:

29. Will the recipients of the services or benefits provided by the corporation be required to pay for them? If so, explain how the charges will be determined and attach a copy of any fee schedule:

30. Will the corporation attempt to influence legislation? If so, explain and estimate percentage of time and funds corporation devotes or plans to devote to this activity:

31. Does the corporation plan to intervene in any way in political campaigns, including the publication or distribution of statements? If so, explain fully:

32. Will the corporation provide scholarships or grants? If so, please describe the benefits and requirements for qualification in detail:

33. Will any incorporator share facilities with the corporation? If yes, explain:

34. Will any property be rented, purchased or transferred in any way from any of the incorporators? If so, explain:

35. Will any promoter, incorporator, founder or member be employed by the corporation? If so, explain, providing duties, responsibilities, qualifications and compensation:

36. Will any member of the board of directors be compensated for services other than services as a board member (e.g., as an officer or employee). If so, provide the names of such directors and the amount of compensation for each, and indicate blood or marriage relationship, if any, of the remaining directors to the compensated director:

37. Does the corporation plan to conduct raffles? If so, please explain how they will be conducted:
