

Startup Checklist for Nonprofit Organizations

Do I/we Have:

Yes

No

A Basic Mission Statement?

A Basic Vision/Values Statement?

Evidence that our organization is needed? What problem do we solve in the community?

- **Are other groups doing the doing the same thing we want to do?**
- **Are they serving the same proposed clientele group(s)**

Articles of Incorporation and By-laws?

The help that we need to get started?

- **Attorney?**
- **Accountant/bookkeeper?**

A startup plan for at least the first three years which includes financial projections?

A name for the organization?

A list of potential board members?

A list of documents to be filed with state. federal or other government agencies?

A list of potential contributors?

A group of at least three people who are truly dedicated to the purpose of this organization?

At least one person who is willing to potentially make personal sacrifices for the organization?