Checklist to Become a 501 c 3 Non-Profit Organization



- [ ] Determine coalition’s purpos
- [ ] Form Steering Committee or Executive Board
- [ ] File articles of incorporation.
- [ ] Draft bylaws.
- [ ] Develop strategic plan.
- [ ] Develop budget and resource development plan.
- [ ] Establish record-keeping system for the coalition's official records.
- [ ] Establish accounting system.
- [ ] File Internal Revenue Service (IRS) determination of federal tax exemptions.
- [ ] Meet requirements of state, county, and municipal charitable solicitation laws.
- [ ] Obtain employer identification number from IRS.
- [ ] Register with state unemployment insurance bureau.
- [ ] Apply for nonprofit mailing permit from U.S. Postal services
- [ ] Obtain directors' or officers' liability insurance.

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