



RBJ Community Consulting

Nonprofit Startup Process

\$ Nonprofit Startup Package

\$500 Investment

- ✓ Board member recruitment and documentation
- ✓ Drafted bylaws
- ✓ Articles of Incorporation (\$35 fee to WDFI)
- ✓ EIN
- ✓ 1023EZ Application (\$275 fee to IRS)
- ✓ 2 (two) 30-minute check-in / planning calls

Nonprofit Startup Documentation

BEFORE signing a contract and making a down payment, clients must complete a nonprofit startup document.

This document helps clients to outline and plan for all of the things they should be thinking about and working on before moving into the nonprofit startup process.

Contract and Invoice

Once the nonprofit startup documentation is submitted and approved, clients will sign their contract and pay their invoice through HoneyBook. HoneyBook is a client management system where you will have access to a portal that stores our contracts, invoices, all documents we create, and our email communications.

A \$200 down payment and signed contract is required before services start.

Drafted Documents

When contract is signed and down payment is paid, RBJ Community Consulting will provide drafts for the following within 3 business days:

- Annual Board Member Agreement
- Board Member Role Descriptions
- Nonprofit Bylaws
- Articles of Incorporation

1-Hour Zoom Call

Edits to these documents takes place via email and check-in calls as needed. Once these documents are finalized, we set up a 1-hour zoom to complete the following:

- ✓ Articles of Incorporation (\$35 fee to WDFI)
- ✓ EIN
- ✓ 1023EZ Application (\$275 fee to IRS)

Timeline

The process moves as fast as the client does. I ask that clients be responsive to emails and phone calls to keep us on track and move us along.

You get your Articles of Incorporation and EIN back right away via email and approval for your 501c3 status from the IRS can take up to 180 days. I do provide clients with next steps and things to work on with approval from the IRS is pending.

Contact us for more information or schedule a [free consultation here](#).

www.rbjcommunity.com
rbjcommunity@gmail.com