

Atkin & Associates Center for Nonprofit Law

PACKAGE #1 **NEW NONPROFIT START-UP PACKAGE**

*We offer the **New Nonprofit Start-up Package** for a very reasonable flat fee. This comprehensive package of services includes everything needed to successfully start a new nonprofit corporation. We guarantee that all of our work complies with all state and federal laws. Advice and training seminars from an attorney specializing in nonprofit law will ensure that the organization avoids the legal pitfalls which commonly cause problems for newly formed groups. Our package of services will allow the directors and staff to concentrate on the organization's programs and activities, while knowing that all of the organization's legal requirements will be fully and completely satisfied.*

Our **New Nonprofit Start-up Package** includes the following services:

- **Determine and advise on appropriate organizational structure**
- **Write and file Articles of Incorporation and act as the official Registered Agent or Review and Amend or Restate existing Articles as appropriate**
- **Provide a Corporate Minutes Book for the proper storage of all corporate documents**
- **Contact the IRS to secure an Employer Identification Number (EIN)**
- **Provide Board Development Materials for identifying and recruiting board members**
- **Prepare Bylaws that fit the unique needs and structure of each organization**
- **Meet with the Board of Directors and lead the Organizational Meeting**
- **Provide the formal minutes of the meeting/sample minutes for future meetings**
- **Register the organization with the Oregon Department of Justice, if required**
- **Provide an Educational Training Seminar for the Board and staff**
- **Provide a handbook of written materials to complement the training seminar**
- **Provide the following policies: Conflict of Interest, Records Retention, Whistleblower and Non-Retaliation, and Expense Reimbursement**

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The Board of Directors or staff will be able to consult with an expert, by phone or in person, to answer any questions they have about the initial start-up process.

NEW NONPROFIT START-UP PACKAGE **SEMINAR TOPICS**

*As part of our New Nonprofit Start-up Package we provide an **Educational Training Seminar** for the new Board of Directors, staff, and volunteers. Our seminar covers a variety of important topics and is designed to educate the organization about the proper management of a nonprofit corporation, to alert it to a variety of potential legal problems or traps that nonprofit groups commonly face, and to answer questions about any and all aspects of operating and managing a nonprofit corporation.*

Our **Educational Training Seminars** cover a variety of issues of concern to nonprofit corporations, including:

- **Essential First Steps for New Nonprofit Corporations**
- **How to Manage a Nonprofit Corporation**
- **How to Avoid Personal Liability for the Corporation's Debts**
- **Proper Financial Procedures and Financial Controls**
- **Reporting Requirements for Nonprofit Corporations**
- **How to Deal With Conflicts of Interest**
- **How to Write and Adopt Minutes**
- **How to Properly Classify Independent Contractors and Employees**
- **Creating and Using Board and Non-Board Committees**
- **Fiscal Sponsors and Raising Money During the First Months**
- **Successfully Gaining Federal Tax Exempt Status**
- **Unrelated Business Income: IRS Requirements**
- **Limits on Political Activity by Nonprofit Corporations**
- **IRS Public Disclosure Requirements**
- **State and Federal Laws That Govern Nonprofit Corporations**
- **And much more**

This seminar will be led by an attorney who is an experienced specialist in the laws governing nonprofit organizations and their successful management and operation.

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NEW NONPROFIT START-UP PACKAGE GENERAL PAYMENT POLICIES

Our New Nonprofit Start-up Package provides a valuable service for a reasonable fee with payment terms that even a small group can afford. The following information describes our charges and payment policies.

TERMS AND CONDITIONS:

- 1. OUR FEES:** The charge for our **New Nonprofit Start-up Package** will range from \$2,900 to \$7,500 depending on the size and complexity of the organization, the nature of its legal needs, and other factors which require additional time and service. For example, Private Foundations, Trade or Professional Associations, Mutual Benefit organizations, and Churches all require significantly more work and expense, and we charge more for those packages.
- 2. ACTUAL EXPENSES:** It is a standard practice for law offices to bill actual expenses separately from fees. In keeping with our flat fee approach, we have bundled the costs for filing fees, fax, postage, and copies into a single flat fee of \$190.
- 3. OVERTIME AND TRAVEL EXPENSES:** Please refer to attached overtime and travel expense sheet.
- 4. ADDITIONAL WORK:** We would be very glad to provide other legal services for you, as well. Please tell us if our help is needed on issues beyond the scope of the basic organizational issues related to our **New Nonprofit Start-up Package**, such as writing or reviewing contracts, employment and personnel issues, intellectual property, negotiation or advice regarding leases or real estate transactions, conflict mediation, or issues involving other organizations. **We charge separately and on an hourly basis for these extra legal services.**
- 5. PAYMENT SCHEDULE:** To help nonprofit groups with limited funds, we only ask for payment of **half** the total fee when we begin working for your nonprofit organization. The remainder is due according to the terms of your Payment Agreement. Special payment terms are available on request. Interest charges of 18% per annum, or 1.5% per month, will be charged on any amount not paid as agreed upon in your Payment Agreement.
- 6. TAX EXEMPT STATUS:** At our initial meeting we will determine what needs to be done to get the tax exempt status following these initial start-up steps.

Please visit our website at www.nonprofit-support.com for more information about our office, staff and services.

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PAYMENT POLICY FOR TRAVEL AND EVENING/WEEKEND CHARGES

1. TRAVEL CHARGES:

Due to our large caseload, we always prefer to conduct our meetings and Board Training Seminars at our office in Eugene or somewhere nearby in the Eugene-Springfield area. Our conference room easily accommodates 6-10 people and there are rooms available nearby which will hold more.

If you schedule a meeting or seminar outside the Eugene-Springfield area, we bill for travel time. This is standard procedure for the legal profession. Most law offices charge the full hourly rate for travel (generally between \$100 to \$250 per hour) under the theory that the attorney would be earning that amount if he or she were to stay in the office and work. But, in keeping with our conscious choice to keep our hourly rates and fees affordable, our charge for travel time is only \$75 per hour, or less than 40% of our hourly rate, plus the actual mileage expense as approved by the IRS. It is our hope that our reduced rates will benefit your organization and encourage you to ask us to travel to your location for meetings or seminars when needed.

2. OVERTIME CHARGES:

We always prefer to schedule meetings and seminars during our regular business hours, from 9 a.m. to 6 p.m. However, we are willing to be available at other times when necessary. For meetings or seminars scheduled on Saturday or Sunday or in the evening, there will be an "overtime" charge of \$60 per hour added to the regular hourly rate.

If you have any questions regarding our services or need any further information, please contact us at your convenience.