**NONPROFIT ENTITY FORMATION WORKSHEET**

1. NAME OF CLIENT / CONTACT
2. NAME OF CORPORATION (3 CHOICES – JUST IN CASE)
3. STREET ADDRESS OF CORPORATION
4. MAILING ADDRESS OF CORPORATION
5. NAME OF RESIDENT AGENT (PERSON)
6. STREET ADDRESS OF RESIDENT AGENT
7. DATE BUSINESS OPERATIONS WILL BEGIN / HAVE BEGUN
8. NAME(S) & ADDRESS(ES) OF DIRECTORS ON THE BOARD
9. NAME(S) THE CORPORATION WILL BE DOING BUSINESS AS (IF OTHER THAN #1 ABOVE)
10. ALL CONTACT INFORMATION
	1. NAME
	2. DIRECT PHONE
	3. CELL PHONE
	4. FAX
	5. E-MAIL
	6. WEBSITE
11. A 20 WORD STATEMENT (BREVITY IS KEY – I’LL HANDLE THE REST) DESCRIBING AS BEST YOU CAN EACH DIFFERENT TYPE OF PROGRAM THAT THE CORP. PLANS ON OFFERING. LIMIT TO THREE PROGRAMS. THE OBJECTIVE IS TO DESCRIBE IN SUFFICIENT DETAIL ENOUGH TO GET THE APPLICATION THRU AND APPROVED NOT DESCRIBE EVERYTHING THE CORPORATION EVER HOPES TO DO.

1. OUTLINE AN OPERATING BUDGET – HOW MUCH IS COMING IN, AND FROM WHERE, AND HOW MUCH IS GOING OUT, AND TO WHOM. HAVE DATA FOR THE REST OF THE CURRENT YEAR PLUS THE PROJECTED FOR TWO ADDITIONAL YEARS. NO NEED FOR NAUSEATING DETAILS - JUST THE PARAMETERS. I'LL WORK OUT THE DETAILS.