



Florida Certificate in Nonprofit Management



Curriculum consists of a complete spectrum of Nonprofit Management issues presented in eleven one-day classes (8:00 am to 2:00 pm)

Presented by



In coordination with



The Heart of the Nonprofit Community



Certified Vendor for:



NONPROFIT START-UP GROUP

Agenda

How to Form a Nonprofit Organization

Date: First Friday of the Month

- o **The decision to Incorporate**
 - o Administrative (32 points to consider)
 - o Advantages/Disadvantages
 - o Steps to Incorporate
- o **Board of Directors**
 - o By-Laws
 - o Liability, Risk Management
- o **Strategic Planning**
 - o Mission and Vision Statements
 - o 501 (c)() Tax Exempt Status
 - o Principal objectives organized and operated for the following purposes:
 - o Religious, Charitable, Scientific, Literary, Educational
 - o Testing for public support
- o **Human Resources**
 - o Hiring & Firing
 - o Volunteering
- o **Financial Issues**
 - o Charitable Solicitation Registration
 - o Fundraising
 - o Grantwriting
- o **Communications** and Public Relations
- o **Information Management:** Internet and E-Commerce
- o **Trends** - Small Business Competition, State and Local Tax Exemptions, Property Tax Challenges, Mergers
- o **Political Activity** by Nonprofits Definition: Federal tax status that is valuable because of tax advantages and the contributors. Corporations with this status many not substantially engage in lobbying or engage in partisan political activities
- o Questions & Answers
- o Adjourn



Sponsorships are available for First Friday Events