

ΛΙΟΝΣ ΣΤΕΠΣ το φόρμ 501χ3-2

With my extensive dealings with State and Federal Agencies while acting as an Legal Assistant/Paralegal for an Immigration Firm I believe that I can confidently file necessary paperwork towards achieving 501(c)3 status for the Springfield Lions Club. Listed below are the steps necessary to complete this task. Since we are filing as a Public Charity as determined by our financial funding limitations (receive funds/donations mostly from the public) our filing process would be classified as EZ (total proceeds less than \$50,000). Any changes to this requirement would be determined by the IRS at a latter date should the need arise. I would like to hold a separate meeting of all concerned to fill out the information on the necessary forms (which I have in my possession).

Steps for Forming a 501(c)3 Non-profit Organization

1. Choose a name for your nonprofit. TBD (To be determined)
2. Form your incorporating board of directors (often only three people are needed).

President, Henry Miller; Secretary, Judy Potter; Treasurer, Dale Bachman

3. Write Articles of Incorporation including a statement of your purpose and submit them to the appropriate office in your appropriate state government with the required **FEE \$50**. Finishing touches incorporating the addition of LCI language (Content may be restricted due to electronic filing). This will include three board of director (listed above), three incorporators (Henry Miller, Judy Potter, and Dale Howard) and a Resident Agent (Judy Potter) **Done***

a) Get approval for Use of Lions Name and/or logo. File documents with LCI Legal

Submit:

- a1) Articles of Incorporation
- a2) Constitution and By-Laws/Governing Documents
- a3) Minutes/Resolution

4. Wait for a response from your state. (In some states you can expedite the process by paying a surcharge.)

5. Obtain a Federal Employer Identification Number, submitting IRS Form SS-4 **FEE**

~~\$95~~

6. Develop organizational By-Laws—the rules by which you will operate. Finishing touches incorporating the addition of LCI language. **Done***

7. Hold your first board meeting. (probably should do this before item #3. in order to facilitate item a3)
8. Review IRS Publication 557, instructions for filing for tax exemption.
9. File IRS Form 1023EZ if you are applying to become a 501(c)(3) tax exempt organization (preferably within 15 months of the date of incorporation). **FEE \$275**
10. Sit back and relax. Celebrate when your letter of determination arrives!
11. Register as a charity within your state **FEE \$50** if not allowed with business registration.

Along the Way to your Nonprofit Status

1. Consider using a fiscal sponsor so you can begin offering programs and developing a reputation.
2. Once you've incorporated and filed IRS Form 1023EZ you can begin to operate and even solicit contributions as long as you tell donors the application has been filed.

FEES: $50 + \cancel{95} + 275 + (50) = \overset{325}{\cancel{420}} \overset{375}{(\$470)}$ Governmental Fees (State/Federal)

Additional FEES

\$50 filing yearly Oregon State Corporation Renewal

\$\$\$ IRS form 990 ~~EZ~~ yearly annual financial report *990-N*

* **Done** Preliminary documentation has been created needs to be reviewed/signed off on.