

Paperwork

Incorporating

This lesson will help the group determine whether or not it should incorporate.



Time
½ hour

Preparation

Print out enough copies of participant guide for all attendees. Make sure equipment can play “Incorporating Overview” elearning/video. Prepare flipchart and markers for brainstorming activities. Make a flipchart sheet that bullets out the mission, vision, goals, and objectives from the strategic plan.



Visual

Pull up the “Incorporating Overview” video. Have the strategic plan summary flipchart sheet on display.

Orientation

Congratulate the group on successfully completing its strategic plan and deciding whether to become a nonprofit. Do a brief rundown of the summary flipchart sheet to review everything they’ve accomplished so far. Explain that today, we’ll be transitioning into discussing the nitty gritty of creating a legal entity. Make a caveat that we’ll need to consult with an attorney on the outcomes of the next few lessons, but it will help for us to have basic background understanding and make some baseline decisions. Today, we’ll be focusing in on incorporating. Most, if not all, permit banks today are incorporated, which doesn’t mean that we have to do so, but in this lesson, we’ll learn why we might want to. Introduce brief video explaining the pros and cons of incorporating. After the video, hand out participant guides, saying that the content is basically the same in the video and the guide. Give a few moments for participants to review the guides.

Key Points

Emphasize that incorporating is an extra step, but it protects us as individuals and is an important step if we want to get tax exemption.

Practice

Lead a group discussion on whether or not to incorporate. Go around the room and allow everyone to voice their thoughts.

Debrief

If the group decides to incorporate, get a volunteer to draft up bullets for the articles of incorporation (reassure them that the articles are generally pretty boilerplate and won’t require too much hard thinking or decision making). Have the volunteer send their bullet points around to the group for approval before meeting with the attorney to finalize. Also collect volunteers to meet with the group’s attorney and review.

Articles of incorporation forms vary by state and can generally be found on each State Secretary’s website. Some links to get you started:

Maine: www.maine.gov/sos/cec/forms/MNPCA6.PDF

New Hampshire: www.sos.nh.gov/corporate/PDF/Form_NP-1_V-1.0.pdf

Massachusetts: www.sec.state.ma.us/cor/corpdf/180art.pdf

Florida: form.sunbiz.org/pdf/cr2e006.pdf

Texas: www.sos.state.tx.us/corp/forms/202_boc.pdf

California: bpd.cdn.sos.ca.gov/corp/pdf/articles/arts-pb.pdf

Oregon: sos.oregon.gov/business/Documents/business-registry-forms/np-articles.pdf

Washington: www.sos.wa.gov/_assets/corps/forms/NonprofitArticles2014.pdf

Alaska: www.commerce.alaska.gov/web/Portals/5/pub/08-438.pdf

Rhode Island: sos.ri.gov/assets/downloads/documents/business-services/corporate-forms/non-profit-corporation/domestic/200-articles-of-incorporation.pdf