



Founders Fellowship

Founding a Qualifying Society/Organization Preliminary Checklist

For your assistance, following is a checklist of major items that should be considered in order to build a successful Society/Organization:

Formal Name of Society or
Organization

(be sure to check for duplication)

Bylaws/Standing Rules/

Procedures Creation

Qualifications for Joining

Board/Council Construction

(to ensure good working size)

Tax ID Number ("EIN")

Banking

(we recommend minimum of two
signers on all accounts [checking/
savings/CDs/&c.])

Society Emblem

Application and Instructions

Membership Certificate

Development of Society Insignia/

Regalia/Banner/Flag

Production of Society Insignia/
Regalia/Banner/Flag

Development of Publicity

Materials/Awareness

Development of Membership

Database

Budget

Development of Facebook Group

Development of Website

Non-profit Application Issues

Incorporation

Development of Membership

Directory

Development of Society

Newsletter

In creating your new Society/Organization, you may wish to make Founders Fellowship aware you are doing so. Occasionally, more than one person may have the same idea, unbeknownst to the other. With this information, the Fellowship can help prevent duplication of society concepts by putting the appropriate individuals in touch with one another. It is also helpful for us to know of your existence so that we may be able to determine when you are eligible to qualify for recognition by the Fellowship. In addition, we can help increase awareness and the opportunity for you to build your membership.

Contact Person's Name _____

Contact Information (telephone/e-mail) _____

Society/Organization Concept _____

Date Founded or Anticipated Date of Formation _____

In the event of duplicative or conflicting concepts, may we provide your contact information to the other party?

_____ Yes _____ No

Please be assured that total discretion regarding your new concept will be honored.