

Maryland Association of Nonprofit Organizations
190 West Ostend Street, Suite 201
Baltimore, Maryland 21230



How to Start a Nonprofit Organization in Maryland



Fall 2009

PRESENTED BY MARYLAND NONPROFITS EXPERT STAFF

Starting a nonprofit is not an easy process. Forming a nonprofit takes a tremendous commitment to your cause and an organized approach. This training is designed for those interested in learning the nuts and bolts of starting a nonprofit in Maryland and will explain the step-by-step process for forming a nonprofit. You will also get a closer look at the legal and practical considerations when writing Articles of Incorporation, Bylaws and/or completing your tax-exempt application.

Maryland Nonprofits Staff will help you through some of the common pitfalls encountered when filing for tax-exempt status. Prepayment is required for nonmembers. Included is a copy of the newly revised *How to Start a Nonprofit in Maryland* book. If you would like to get a head start before taking the class, the new book is available separately for \$25 each. If you like, you can buy the book now and take the course later for only \$70.

There is also information on the Maryland Nonprofits website. Go to www.marylandnonprofits.org. Click on **Get Help** and click on **Nonprofit Startup**.

DEMYSTIFY THE PROCESS AVOID COMMON PITFALLS

In our How to Start a Nonprofit workshop, you will find answers to your most pressing questions:

- ✓ What are the advantages of becoming an exempt nonprofit organization?
- ✓ What are the disadvantages?
- ✓ Can I serve the community without becoming a nonprofit?
- ✓ Does my organization need to be incorporated?
- ✓ How do I become incorporated in Maryland?
- ✓ What needs to be included in the bylaws?
- ✓ How many people do I need for my board of directors?
- ✓ How much does it cost?
- ✓ How long does the process take?

DIRECTIONS

MARYLAND NONPROFITS
190 WEST OSTEND STREET
SUITE 201
BALTIMORE, MD 21230
PHONE: (410) 727-6367

Baltimore Office from Downtown: Proceed south on St. Paul/ Light Street, past the Inner Harbor and Science Center. Continue on Light Street past the Cross Street Market for two blocks. Turn right onto Ostend Street. Continue for 5-6 blocks. Our office is on the right just before the Ostend Street Bridge. Turn right onto Sharp Street to park. Meet in the second floor meeting room. Take the elevator to the 2nd floor. Go straight past Maryland Nonprofits Office, the bathrooms & stairs into the meeting room.

MARYLAND NONPROFITS
8720 GEORGIA AVENUE
SUITE 303
SILVER SPRING, MD 20910
PHONE: (301) 565-0505

Silver Spring Office: From I-95, take I-495 West (Capital Beltway) to exit 30B- Colesville Road (Rte 29). Follow Colesville Road to downtown Silver Spring, cross Georgia Ave. make a right onto Second Ave. and then make a right onto Cameron St. Park on Cameron St. or public lot on left hand side of the street

Or

Take Georgia Ave. (Exit 31B on the Capital Beltway) Follow Georgia Ave. south to Cameron St. Make a right. Park on the street or in the public lot on Cameron Street.

TRAINING REGISTRATION POLICIES AND PROCEDURES

- Please note that fees listed are per person.
- Pre-payment and pre-registration are required. Early registration is encouraged - courses fill quickly.
- Telephone registrations will not be accepted. Please register online or mail registration & payment (cash, check or money order) to: Maryland Nonprofits, 190 West Ostend Street, Suite 201, Baltimore, MD 21230.
- You will be contacted if the course you have selected is full or if there is a cancellation or change.
- If you need to cancel your registration, please fax us a letter (1-877-565-0942) at least one day (24 hours) prior to the training, so that we may offer your space to another individual. No refunds will be issued. You will be allowed to reschedule for another Starting A Nonprofit class.
- Please make all cancellations in writing in advance of the program. Individuals that miss a program without prior notification will be expected to pay for the training in full and forfeit the option to reschedule.
- Please arrive at least 15 minutes before the scheduled start of the program to allow for registration etc. so we can begin promptly.
- If schools are closed for inclement weather in the jurisdiction of the program (Baltimore City or Montgomery County), the program will be cancelled. If schools start late (or are not closed), the program will take place as scheduled.

DATES, TIMES AND LOCATION

HOW TO START A NONPROFIT ORGANIZATION

Course Fee: \$70 Members/Nonmembers

- 10/15/09 & 10/16/09, 12:00 pm – 1:30 pm
Online Webinar
- 11/18/09, 9:30 am – 12:30 pm
Silver Spring – Maryland Nonprofits Office

WHAT IT TAKES TO START A NONPROFIT ORGANIZATION

Course Fee: \$25 Members/Nonmembers

- 12/11/09, 12:00 pm – 1:30 pm
Online Webinar



IT'S A SNAP!
REGISTER ONLINE
WITH YOUR VISA OR
MASTERCARD

FOLLOW THESE STEPS:

- 1) Visit our website at ww.marylandnonprofits.org and login using your username and password. (If you need assistance, use the forgot my password function or call us at 800-273-6367 x10).
- 2) Click "Training Programs" on the right side bar.
- 3) Under title, type in "Starting a Nonprofit" and click "submit".
- 4) Click the training for which you wish to register.
- 5) Click Checkout.
- 6) If you wish to add another program, follow the necessary instructions.

PLEASE BRING EMAIL CONFIRMATION WITH YOU TO THE TRAINING PROGRAM

Pre-registration and pre-payment are required. You will not be registered until payment is received. Enrollment is limited. Courses fill quickly! Call toll-free (800-273-6367 x10) to check availability.

BOOK ORDERING AND TRAINING REGISTRATION

PLEASE SELECT ONLY WHAT APPLIES:

- 'How to Start' course and book: \$70
(Books will be handed out at the course).
- 'What It Takes' webinar course: \$25
- Book Only** – *How to Start a Nonprofit in Maryland*: \$25
 - I have enclosed \$31.50. (\$25 for book; \$5 for shipping; and \$1.50 for 6% sales tax)
 - My organization is tax exempt. I have enclosed \$30 (for book and shipping costs)
- I already have the book. Just sign me up for the How to Start a Nonprofit Org. course. Enclosed is \$50.

INDICATE THE TRAINING YOU PLAN TO ATTEND:

Date: _____ Location: _____

Name _____

Title _____

Organization _____

Address _____

City/State/Zip _____

Phone _____ Fax _____

Email _____

Mail this registration panel & payment (check or money order) to:
Maryland Nonprofits
190 West Ostend Street, Suite 201
Baltimore, MD 21230

Or pay in-person at either our Baltimore or Silver Spring office.