



Volunteer Lawyers for the Arts  
presents

# Nonprofit Incorporation and Tax Exempt Status Workshop

This workshop provides valuable information about starting a nonprofit organization. State issues to be covered include articles of incorporation, bylaws, and the first organization meeting. Federal issues include the Internal Revenue Code Section 501(c)(3) and corresponding regulations, application for employer identification number, IRS disclosure rules, unrelated business taxable income, charitable contributions, and restrictions on lobbying. VLA requires all applicants seeking Nonprofit Incorporation and Tax Exempt Status services through VLA to attend this workshop before a volunteer attorney can be assigned to them. There is 3.0 CLE credit available on **certain** class dates. Please see reverse side for dates, times, and locations.

**To register**, please complete this registration form. **All registration fees are non-refundable.** For more information, please call our ArtLaw Line at 212.319.2787 x1

**Registration Fees:** (includes free e-book)

- Arts Professional VLA Member: \$50
- Arts Professional Non-VLA member: \$75
- VLA Legal Professional Member: \$125
- Legal Professional Non-Member: \$175

Additional individuals from the same start-up organization may register for an additional \$25

**Non Profit Books Available for Sale:**  
(price includes tax & shipping)

- |   |      |                          |
|---|------|--------------------------|
| 1. VLA NFP Inc & Tax Exemption Book (NY):     | \$12 | <input type="checkbox"/> |
| 2. Getting Organized (NY State specific):     | \$75 | <input type="checkbox"/> |
| 3. How to Form a Nonprofit Corp (w/ cd):      | \$65 | <input type="checkbox"/> |
| 4. Starting and Building A Nonprofit (w/ cd): | \$33 | <input type="checkbox"/> |

Please check box for each book

Name: \_\_\_\_\_  Legal Professional  Artist  Organization

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address, City, Zip: \_\_\_\_\_

Organization: \_\_\_\_\_ Workshop Date: \_\_\_\_\_

**1. To Pay By Check:** Please **mail** this form along with your check payable to "Volunteer Lawyers for the Arts" to our address listed below

**2. To pay by Credit Card:** Please provide info below & **fax** to 212.752.6575, or **mail** to our address below

**Please check one:**  American Express  Visa  MasterCard  Diners Card

Card# \_\_\_\_\_ Exp Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature: \_\_\_\_\_

**3. Amount Paid:** \$ \_\_\_\_\_

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## The Edmond de Rothschild Nonprofit Assistance Program

### Upcoming 2008 NFP Workshop Dates

Monday, January 14, 1-4pm\*  
Tuesday, January 29, 6-8pm

Saturday, February 9, 10-12pm

Monday, March 10, 1-3pm  
Tuesday, March 25, 1-4pm\*

Monday, April 14, 3:30pm-5:30pm

Saturday, May 10, 10am-12pm  
Monday, May 19, 1pm-4pm\*

Tuesday, June 17, 4-6pm

Monday, July 14, 1pm-4pm\*  
Tuesday, July 29, 6-8pm

\* 3.0 CLE Credit Available, Professional Practice (Traditional Format; Transitional)

Assistance to arts and cultural organizations is an important part of VLA's mission. VLA offers a variety of services to nonprofits of all sizes and stages of operation, from forming dance troupes, theater organizations and visual arts organizations to established arts councils and performing and visual arts service organizations.

VLA offers a comprehensive start-up package for fledgling nonprofits and for incorporated nonprofits seeking federal and state tax-exempt status at the low cost of \$425.00

This \$425 **package** includes:

1. **VLA Membership:** One year organizational membership, including access to VLA Legal Clinics and discounts to VLA workshops and seminars.
2. **Nonprofit Incorporation and Tax-Exempt Status Workshop:** A three-hour introductory workshop held twice monthly. Attendance is a **PREREQUISITE** to your Consultation with VLA staff and Case Placement with a *pro bono* attorney. Upcoming workshop dates are listed to the left.
3. **Legal Consultation:** A VLA staff member meets with you to confirm completion of prerequisites for placement with a volunteer attorney.
4. **Case Placement:** VLA will seek a volunteer attorney to handle the incorporation and tax-exempt application process for your organization.

Please note that the \$425 fee does not include filing fees or any other out-of-pocket expenses.

For more information, please call Sergio Muñoz Sarmiento at 212.319.2787 x13.

**VLA is a nonprofit legal service organization supported in part with public funds from the National Endowment for the Arts, the New York State Council on the Arts, a State Agency, and the New York City Department of Cultural Affairs and by generous gifts from law firms, corporations, foundations and individuals.**