

Nonprofit Incorporation and Tax Exempt Status Workshop



Earn up to 3.0 CLE Credits, 2 Professional Practice and 1 Skills (Approved for all Attorneys) - See back for details

Please see reverse side for dates, times, and location.

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. A brief overview of nonprofit alternatives also provided. 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 CLE credit available on **certain** class dates. Free e-book included.

1. Registration fees: (There is an additional \$10 fee if you register the day of the class)

- Full-Time Student: \$20 (must bring valid student I.D. to class)
- Arts Professional VLA Member: \$75 Legal Professional VLA Member: \$150
- Arts Professional Non-Member: \$100 Legal Professional Non-Member: \$200
- Additional individuals from the same start-up organization may register for an additional \$25 each register for an additional \$25 each.

All registration fees are non-refundable. Please note you are not registered until full payment is received. You will receive a confirmation e-mail approximately one week prior to the class.

CLE Financial Hardship Policy: Full and partial scholarships to attend VLA's Continuing Legal Education (CLE) programs are available to attorneys with demonstrated financial hardship. For more information on our policy and requirements, please visit <http://www.vlany.org/education/financialaid.php>, or call Ben Brandow at 212.319.2787 x14.

2. Registration information: Complete the information below and mail, fax, or email this form to vlaintern@vlany.org.

Volunteer Lawyers for the Arts, 1 East 53rd Street, 6th Floor, New York, NY 10022. **Fax: 212.752.6575.**

Your Name (Ms., Mr., Mrs.): _____ Date of the class you would like to attend: _____

Firm/Organization (if applicable): _____

Contact Address: _____ City: _____ State: _____ Zip: _____

Contact Phone Number: _____ Email Address: _____

3. Payment information: We take cash (in person only), check, money order, or credit cards (American Express, Discover, MasterCard, or Visa). Please make checks or money orders payable to "Volunteer Lawyers for the Arts" and list your check number directly below. If paying by credit card, please list your card number AND expiration date, and include your signature, directly below.

- Check Enclosed Please charge my AmEx / Discover / Mastercard / VISA

Amount Due: \$ _____ Check Number/Money Order Number: # _____

Credit Card Number: # _____ Expiration Date: _____

Signature: _____

- ## 4. How did you hear about this event?
- Facebook Myspace Twitter
 - VLA e-blast VLA Website Other _____

For questions please contact **VLA** at 212-319-2787 ext. 1 or vlaintern@vlany.org

VLA | One East 53rd Street, Sixth Floor, NY, NY 10022 | T: 212.319.2787 | F: 212.752.6575 www.vlany.org

Nonprofit Incorporation and Tax Exempt Status Workshop



The Edmond de Rothschild Nonprofit Assistance Program

Upcoming 2011/2012 NFP Workshop Dates:

Tuesday, November 15, 2011, 1-4 pm*
Tuesday, December 13, 2011, 1- 4 pm
Wednesday, January 11, 2012, 2-5pm*
Wednesday, February 15, 2012, 2-5pm
Wednesday, March 14, 2012, 2-5pm*
Wednesday, April 11, 2012, 2-5pm
Wednesday, May 16, 2012, 2-5pm*
Wednesday, June 13, 2012, 2-5pm

***3.0 CLE Credits, 2 Professional Practice and 1 Skills (Approved for all Attorneys)**

The Edmond de Rothschild Nonprofit Assistance Program

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 \$575.00 for organizations with a projected or actual operating budget of \$10,000 or less.

This **\$575 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 \$575 fee does not include filing fees or any other out-of-pocket expenses.

For more information, please call the Art Law Line at 212.319.2787 x1

ABOUT VLA: 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.

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