



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. 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. Please see reverse side for dates, times, and location. Free e-book included.

To register, please complete this registration form. **All registration fees are non-refundable.** Please note you are not registered until full payment is received. You will receive a confirmation email approximately one week prior to the class. For more information, please call VLA at 212.319.2787 x1.

<p>Registration Fees:(There is an additional \$10 fee if you register the day of the class)</p> <p><input type="checkbox"/> Arts Professional VLA Member: \$75</p> <p><input type="checkbox"/> Arts Professional Non-Member: \$100</p> <p><input type="checkbox"/> Full-Time Student: \$20 (must bring valid student I.D. to class)</p> <p><input type="checkbox"/> Legal Professional VLA Member: \$150</p> <p><input type="checkbox"/> Legal Professional Non-Member: \$200</p> <p><input type="checkbox"/> Additional individuals from the same start-up organization may register for an additional \$25 each</p> <p>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 view: http://www.vlany.org/education/financialaid.php, or call Ben Brandow at 212.319.2787 x14.</p>	<p>Non Profit Books Available for Sale: (price includes tax & shipping)</p> <p><input type="checkbox"/> 1. VLA NFP Inc & Tax Exemption Book (NY): \$20</p> <p><input type="checkbox"/> 2. Getting Organized (NY State specific): \$80</p> <p><input type="checkbox"/> 3. How to Form a Nonprofit Corp (w/cd): \$65</p> <p><input type="checkbox"/> 4. Starting and Building A Nonprofit (w/cd): \$36 Please check box for each book</p>
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Date of the workshop you would like to attend (dates on back): _____

Name: _____ Legal Professional Artist Organization

Phone: _____ E-mail: _____

Address/ City/ State/ Zip: _____

Organization: _____ **Workshop Date:** _____

Payment Type:

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

Credit Card: Please provide info below & **fax** to 212.752.6575, or **mail** to our address below

American Express Discover MasterCard Visa

Card# _____ **Exp. Date:** ___/___/___ **Signature:** _____

Amount Paid: \$ _____

How did you hear about this class? Facebook Myspace Twitter VLA e-blast VLA Website Other _____



Nonprofit Incorporation and Tax Exempt Status Workshop

The Edmond de Rothschild Nonprofit Assistance Program

Upcoming 2010/2011 NFP Workshop Dates:

- Tuesday, October 18, 2011, 1-4 pm
- 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



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.