



Clarke County Litter Committee

Berryville/Clarke County Government Center, 2nd Floor
101 Chalmers Court, Berryville, Virginia 22611
Suite B Conference Room

Tuesday August 20, 2024 5:30 pm

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes of the July 16, 2024 meeting
4. Public Comments
5. Non-profit discussion – Ashley Tibbens
6. Event Planning
 - a. Upcoming Event Dates:
 - Sept 21st: Boat Ramp pickup
 - Oct 5th: Collaborative Adopt-A-Highway
 - Nov 9th: Adopt-A-Highway
 - Dec 7th: Berryville Christmas Parade
 - b. Future Event Planning:
 - Farmer’s Market – Rain barrels, donations?
 - Christmas parade
7. Discussion
 - a. Non-profit steps/timeline – Christi McMullen
 - b. Getting HS students involved
 - c. Trash receptacles at the Boat Ramps
 - d. Long Branch activity in 2025?
8. Other Business
9. Adjournment
 - The next regular Litter Committee meeting will be on Tuesday, September 17 at 5:30pm in the Suite B Conference Room located on the 2nd floor of the Berryville-Clarke Government Center at 101 Chalmers Court, Berryville VA 22611.



Clarke County Litter Committee

DRAFT - Meeting Minutes

Tuesday July 16, 2024 – 5:30PM

Berryville/Clarke County Government Center – Suite B Conference Room

ATTENDANCE			
Ashley Harrison (Chair)	✓ ^L	Mary Martin	✓
Tom Bauhan (Vice-Chair)	✓	Christi McMullen	✓
John Keim	✓		

L – Denotes a late arrival

STAFF PRESENT: Lorien Lemmon (Conservation Planner), Chris Boies (County Administrator)

OTHERS PRESENT: Doug Shaffer (Board of Supervisors Liaison)

CALL TO ORDER: Vice-Chair Bauhan called the meeting to order at 5:35pm

Approval of Agenda: July 16, 2024

The Committee voted 4-0-1 to approve the agenda as presented by staff.

Motion to approve the July 16, 2024 agenda as presented:			
Harrison	ABSENT	Martin	AYE (moved)
Bauhan	AYE	McMullen	AYE (seconded)
Keim	AYE		

Approval of Meeting Minutes: June 11, 2024

The Committee voted 4-0-1 to approve the June 11, 2024 meeting minutes as presented.

Motion to approve June 11, 2024 meeting minutes as presented:			
Harrison	ABSENT	Martin	AYE (seconded)
Bauhan	AYE	McMullen	AYE (moved)
Keim	AYE		

Public Comments: None.

Litter Committee Organization Discussion – Chris Boies (County Administrator):

Mr. Boies began the discussion informing the Committee that their appointments are coming close to being up. He stated that more than two Committee members together and talking about business is a meeting and needs to be advertised. He added that he always had this thought of whether they all should be a nonprofit. He added that possibly a private nonprofit that the County could then partner with, and they could do any fundraising they want at that point, they just have to follow the IRS rules. He added that they would have a lot more flexibility and that the County could potentially still have a role in getting the grant funds from the state, either as the applicant, and then we just have an agreement with the committee that you spend it in accordance with the state requirements, or we help you get the grant. He stated that there are actually a couple nonprofits

that get the money directly from the state. Mr. Boies asked if that was something they would be interested in.

Mr. Keim asked how they would set this up and how hard that would be for them. Mr. Boies stated that he has never set one up personally but they could talk to some smaller nonprofits and see how much work there is to be done. He added that it is his impression that they do not have to do a lot of paperwork to make that happen. He stated for an example the Humane Foundation has a partnership with the County and they work together for the animal shelter. He added that the Humane Foundation actually owns the animal shelter building and rents it to the county for \$1 and then and helps us pay for staff, and the County actually operates the facility that's owned by them. He stated that if they were interested it would be beneficial to have nonprofit groups come to the meetings and get information on how to get this stated. He added that if they get a donation currently it would need to be approved by the Board of Supervisors first whereas if they went nonprofit they would have more flexibility with that.

Ms. McMullen asked what would the Board of Supervisors like from this committee and do they want us to do all those EPS, campaigns like that, or do they just want us to do minimal things, like picking up trash. Mr. Boies stated that those things are great and that they are doing exactly what the Board hoped that they would do. He added that if they were a nonprofit they may have opportunities to do more than they can now.

Ms. McMullen added that she has a lot of knowledge about setting up a nonprofit and that it is easy to set up but the end of the year documents and making sure they remain in compliance can be tricky. She added they may need some support and help when it comes to that. Mr. Boies added that once it is set up they should be good and most of the nonprofits that he works with don't have any trouble staying in compliance. Ms. McMullen stated that since they would still be acquainted with the County they would have to be more careful and if the County is willing to provide financial guidance that would be great. Mr. Boies stated that the County would help as much as they can.

Chair Ashley Harrison enters the meeting at 5:40pm

Mr. Keim added that it would be beneficial to have someone come and talk to them. Mr. Bauhan asked if there was any legal counsel they could talk to. Mr. Boies stated that if they got in contact with a nonprofit that has already talked to an attorney they will get a better understanding of what is needed. Ms. McMullen stated that maybe they could get a group of three to give them some guidance.

Mr. Boies asked if there was any other things that the committee needs from the Board short term as far as assistance. Ms. Harrison stated that they need money and it is her hopes that the Earth Day event is bigger this upcoming year and that most business are willing to donate. Ms. Harrison asked what the committee typically spends money on. Ms. Lemmon stated pickup equipment and the swag stuff. She added that there are restrictions with the DEQ grant but if they go nonprofit they would have the flexibility to with getting donations. Ms. Lemmon also stated that she would be a liaison for the nonprofit. Mr. Boies added that he can help get some nonprofits in order to get in contact with. Ms. McMullen added that they may have some questions about setting up bylaws. Mr. Boies added that it will probably be a process to go nonprofit and the Board of Supervisors

will need to go ahead and reappoint all of the members and asked if they all wanted to be reappointed. The members agreed they all wanted to be reappointed. Ms. McMullen asked what happens if they go nonprofit. Mr. Boies stated that they would dissolve the Litter Committee once they completed the set up going nonprofit. He added that the County would work with them on the transition and that they would slowly get rid of the Litter Committee.

Ms. Harrison asked if they did go nonprofit if they would keep their name. Mr. Boies stated that they could be called whatever they want and that the County would be most concerned with making sure they are spending the grant money according to the requirements. Mr. Boies added that the next Board of Supervisors meeting they will reappoint them and they will help with the nonprofit transition.

Event Planning:

a. Upcoming Event Dates:

The Committee discussed the agreed upon upcoming events:

- July 13: Adopt-A-Highway pickup
- Aug 13: Plans for Clarke County Fair
- Sept 21: Boat Ramp pickup
- Oct 5: Adopt-A-Highway pickup
- Nov 9: Adopt-A-Highway
- Dec 7: Berryville Christmas Parade

Ms. Harrison asked how the July 13 event was. Mr. Bauhan stated the people who attended the pickup. Ms. Lemmon added that they collected ten bags of trash and worked for about two hours. Ms. Lemmon stated she did a quarter of Salem Church and it is a narrow and scary road. Ms. Lemmon stated it may be beneficial to update the segments when their permit expire in 2026.

Ms. Harrison stated to move on to the fair event on August 13. Ms. Lemmon reminded everyone that she would be out of town so Ms. Ritter would be the point of contact. Ms. Lemmon stated that there will be the canopy, a table, the swag bags, and other decorative things that will need to be transported to the fairgrounds. Ms. Harrison asked if that was all in the basement. Ms. Lemmon replied that the supplies are stored in the basement to keep it clean from bugs. Ms. Harrison stated that usually they meet around 5:30pm because they used to do their meetings at that time. Ms. Lemmon stated that it may be easier to come by the office around 4pm that day so Ms. Ritter can get the supplied together and load it into vehicles and take it to the booth. Ms. Lemmon also stated that they will want two people to help put up the canopy. She also added that she will be leaving a list with Ms. Ritter to make sure everything is taken. Ms. Harrison stated that she would bring chairs and Ms. Martin stated she would bring a cooler with drinks. Ms. Lemmon stated she is going to fill out the application for the booth and it should be close to the spot they have had in the past. Ms. Harrison stated for the pickup at the fair they want to do 9am on Saturday. She added that they can remind the volunteers that they will be doing a pickup. Ms. McMullen added that Saturday will be best because Tuesday last year there wasn't much trash. The committee confirmed together for 5pm on Tuesday for the fair and 9am on Saturday to pick up trash at the fair.

Ms. Harrison stated she was good with the boat ramp pickup on September 21. Ms. Lemmon stated that the October 5 event is questionable since they were going to do a collaboration with Long Branch and then possibly waiting until next year. Ms. Harrison stated that they would have to pay

Long Branch for the event or get a donation. She added that she will reach out to them if needed. Ms. Lemmon asked if they would rather do another pickup so they can start advertising. Ms. Harrison said yes and they can do an adopt-a-highway pickup. Ms. Harrison stated that she can reach out to other adopt-a-highway participants and compile a list to plan ahead for an adopt-a-highway event next year. Ms. Harrison asked who the new point of contact would be for social media posting and Ms. Lemmon stated it would be Catherine Marsten and they are working on splitting up the duties now.

Ms. Harrison moved on to the adopt-a-highway even on November 9 and stated that she was good for that and to keep in touch if someone is unable to attend. Ms. Harrison stated that she still has the trash tree for the Christmas Parade and that she will take care of the trailer and more candy to hand out to the children.

b. Fall Event Planning

- Clarke County Fair – Rain barrel workshop?
- Christmas parade

Ms. Lemmon stated that Clarke County is in the middle of a drought and the Keep Virginia Beautiful Organization stated that they have 50 syrup barrels for Coca Cola that can be turned into rain barrels. She stated that the barrels are free they would just need to come up with the funds for the conversion kits. She continued and stated that there are some different ways to go about this they could ask for donations or hand out the barrels and have them purchase the conversion kits. Ms. Lemmon stated that she would keep everyone updated on the status of the rain barrels on when they will be delivered to maintenance and if they don't come in time for the fair that they can hand them out during a farmer's market event. Ms. Harrison said that was wonderful and she could always take some too.

Ms. Harrison asked what date the Christmas Parade was going to be and Mr. Keim stated it was the seventh. Ms. Lemmon asked if they want to do a two person team working on the Christmas parade again and Ms. Harrison stated yes and asked who would be able to work on that. Ms. Martin stated she could and Mr. Keim and Mr. Bauhan stated they would not know until closer to time.

Discussion:

a. EPS Campaign Distribution sign-up

Ms. Harrison stated she could deliver to Shenandoah Mart Horseshoe Curve, and the Ruritan as well. Ms. Lemmon stated when delivering it would be best to contact them and deliver during their hours of operation just not during their busy times at work. Ms. Lemmon added to just contact herself or Ms. Ritter to let them know when they are coming to pick up the supplies so they can have them ready. Mr. Bauhan stated he could do Cordial Coffee and Lone Oak Tavern. Ms. Martin stated she could do The Tea Cart. Ms. McMullen stated she could do J&J Corner Store. Mr. Keim stated he could do Homespun.

b. Getting HS students involved

Ms. Lemmon stated this was a swing and a miss as she has tried to get in contact with them. Ms. McMullen stated that they will be having a back to school night and they could as for a table to set up there. Ms. Harrison that she thinks the back to school night is a great idea.

c. Trash receptacles at the Boat Ramps

Ms. Harrison stated that our grant funds don't come in until October so their hands are tied. Ms. Lemmon stated that was correct she was keeping it on the discussion just to keep in on their minds. Ms. Harrison stated that they will need to think of how they are going to keep them maintained especially during the summer. Ms. Lemmon stated they would need to figure out a pick up schedule and see what the fees would look like if they hired someone to pick up the trash.

d. Long Branch activity 2025?

Ms. Harrison stated she is going to reach out to Long Branch to get an idea of cost. Ms. Lemmon asked if they still wanted to plan for October of 2025. Ms. Harrison stated yes they will try to plan for October of 2025.

Other Business:

Ms. McMullen asked if it was possible since they have an extra sign made to replace the one that is by the light going towards Martins. Ms. McMullen stated that the sign that is currently up looks like a bad word and stated she thinks it would be beneficial to swap them out. Ms. Harrison stated that yes they need to get rid of the sign that is up. Ms. Lemmon stated that swapping them out won't be a problem changing the location of the sign can be difficult.

Adjournment

There being no further business, the Litter Committee voted 5-0-0 to adjourn at 6:31 pm. The next regularly scheduled meeting is on Tuesday, August 20, 2024 at 5:30pm in the Suite B Conference Room located on the second floor of the Berryville-Clarke Government Center in Berryville, VA.

Motion to adjourn the July 16, 2024 meeting at 6:31 pm:			
Harrison	AYE	Martin	AYE (seconded)
Bauhan	AYE	McMullen	AYE (moved)
Keim	AYE		

Ashley Harrison, Chair

Danielle Ritter, Clerk to the Committee

Clarke County Litter Committee: 2024 Thinking Ahead

JANUARY

- Meeting: 2024 Planning (goals, meeting calendar, etc)

FEBRUARY

- Meeting: Equipment Inventory Assessment, EPS Campaign, Earth Day Event

MARCH

- Meeting: Planning for Earth Day Event, EPS Campaign

APRIL

- Event: Earth Day (4/20/24)
 - Fairgrounds
 - Chet Hobert
 - Rose Hill Park
 - Adopt-A-Highway
- Meeting: Environmental Advocate of the Year Discussion

MAY

- Event: Farmer's Market & Town of Berryville Pick Up (5/4/24)
- Event: Boat Ramp Pick Up (5/18/24)
- Event: Environmental Advocate of the Year Award at the Board of Supervisor's Meeting (5/21/24)
- Meeting: All grant expenditures must be made and received by end of June

JUNE

- Event: Rt 7/340 Roadside Pick Up (6/8/24)

JULY

- Event: Adopt-a-Road Pick Up (7/13/24)

AUGUST

- Event: Clarke County Fair (8/13/24)

SEPTEMBER

- Event: Boat Ramp pickup (9/21/24)

OCTOBER

- Event: Adopt-A-Highway pickup Collaboration? (10/5/24)

NOVEMBER

- Event: Adopt-A-Highway pickup (11/9/24)

DECEMBER

- Event: Town of Berryville Parade



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How To Start A Nonprofit In 5 Steps (2024 Guide)



Written By **Alana Rudder**

Staff Reviewer

& 1 other

Updated: May 6, 2024, 9:42pm

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Starting a nonprofit offers philanthropic-hearted individuals many benefits, including more credibility, donors and grants. However, it is not right for everyone. In this guide, learn if starting a nonprofit is right for you, the types of 501(c) designations that may best fit your nonprofit and the steps to forming your nonprofit. Follow along to learn how to start a nonprofit and take the guesswork out of the process.

Is a Nonprofit Right for You?



must maintain their tax-exempt status continually by undergoing IRS financial scrutiny, looping profits back into the organization, conducting board meetings and keeping detailed records.

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If these drawbacks keep you from meeting your goals as the founder of an organization, consider these alternative guides:

[How To Set Up An LLC In 7 Steps](#)

[How To Start A Business In 8 Steps](#)

[Starting An S-Corp: Everything You Need To Know](#)

Common Types of Nonprofits

While there are many 501(c) designations for nonprofits, three [common types of nonprofits](#) include 501(c)(3), 501(c)(4) and 501(c)(7) organizations. Each type has benefits and restrictions and, so, is best for specific types of organizations, including charitable, political or lobbying and social or recreational clubs, respectively. Here is a closer look at these types of 501(c) nonprofits.

501(c)(3): Best for Charitable Nonprofits

501(c)(3) organizations are the most common type of nonprofit. They raise money by soliciting donors and grants. Examples of 501(c)(3)s are those that address global concerns, such as the need for education, religious support and medical research. Private foundations are also 501(c)(3) organizations. Instead of running charitable programs, these foundations fund other 501(c)(3) organizations through grants.

501(c)(3)s have some restrictions surrounding the types of public services in which they can be involved. Namely, they cannot participate in political or lobbying activities. 501(c)(3) organizations can participate in some lobbying activities but they must limit the funding of such activities to 10% of their operational budget. Those that exceed this threshold run the risk of losing their 501(c)(3) tax-exempt status.

501(c)(4): Best for Political or Lobbying Nonprofits

Organizations with 501(c)(4) tax-exempt status are social welfare organizations. Their purpose should be to promote the public good. [In contrast to 501\(c\)\(3\)](#) organizations, 501(c)(4) nonprofits have free reign to participate in political and lobbying activities. They can, for example, endorse political candidates and promote legislation. For this reason, organizations that aim to take a political stand would do well to apply for their 501(c)(4) status.

Unlike in 501(c)(3) nonprofits, when donors donate to a 501(c)(4) organization, their donations are not tax-deductible. In most cases, these nonprofits must disclose to solicited donors that their contributions are not tax-deductible. However, these organizations are tax-exempt in that, like a 501(c)(3), they do not have to pay federal income tax.



501(c)(7) status is designated for nonprofit organizations that run social or recreational clubs. They are primarily membership organizations that are funded by members in the form of fees and dues. Examples of 501(c)(7) organizations include country, dinner, hobby, community association and amateur sports clubs.

501(c)(7) nonprofits must receive at least 50% of their funding from members. However, 35% of donations can come from nonmember donations and 15% of their funds can be raised through public use of the social club's facilities or services. While membership contributions are not tax-deductible, most 501(c)(7)s do not have to pay federal income tax on membership contributions. However, they may be taxed on contributions that are not from members.

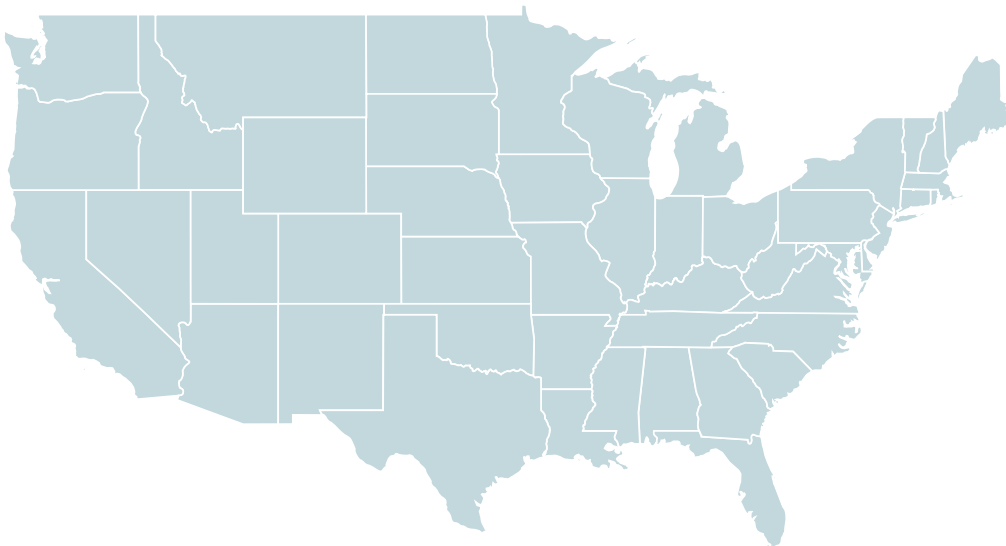
Other Nonprofit Designations

While most nonprofit organizations are 501(c)(3)s, there are 28 other 501(c) designations. As such, it is important to do your own research to find out which type of 501(c) designation would best help you meet your goals and make your desired impact. To begin this research, the IRS offers an [updated list of 501\(c\) organizations and their definitions](#).

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5 Steps To Start a Nonprofit

To start a nonprofit, begin by doing your research to ensure you will meet your goals when you start your nonprofit. Then, begin building a foundation that will help you attract donors and be prepared to file the necessary paperwork to earn your tax-exempt status. Next, file your articles of incorporation and the paperwork to be recognized as a tax-exempt organization. Lastly, take steps each year to keep your tax-exempt status.

Below is a closer look at the five steps you need to take to start a nonprofit.

1. Research Feasibility and Need



To assess the feasibility of your nonprofit, answer the following questions:

Do I have the financial resources to start a nonprofit? Starting a nonprofit costs between \$2,500 and \$5,000. These costs go into legal, registration and business startup costs.

Do I have enough people to start a nonprofit? Starting a nonprofit necessitates selecting a board of directors and enough volunteers or staff to put together and run your programs. Make a list of the people you have in mind to help you start your nonprofit, including their skills. Make a note of any skill gaps to ensure you fill them through further brainstorming.

Are people excited to support my cause? If your community is not enthusiastic about your mission, it is unlikely they will donate to keep your programs running.

Will the economy support a nonprofit startup? If people in your community are struggling to feed their families, they are unlikely to be able to financially support your cause.

Do you have the ability to commit to your nonprofit? Nonprofit organizations, like any business, require time and effort to start and run. They are rarely a part-time effort for a founder. Look at your current responsibilities and decide whether you can take on a large initiative.

What strengths, weaknesses, threats and opportunities will my nonprofit face? Consider internal factors that could impact the success of your organization. In doing so, at minimum, think about skill gaps within your team, potential partnerships or large donors, the organization's ability to handle dips in donations, your experience, your unique ability to meet beneficiary needs and how you compare to your competitors.

To assess the need for your nonprofit, answer the following questions:

Is my organization meeting a truly unmet need? There is a difference between needs and wants. Consider whether your mission fills a recognized need in your community. If it does not, donor dollars may go to an organization that is fulfilling a need before going to your cause.

What competitors are currently working on meeting the need? Use a [nonprofit locator tool](#) to assess what other organizations are fulfilling exact or similar needs in the community you will serve. If another organization is fulfilling your mission in your target service area, the redundancy of services will mean you will have to compete for donor and grant dollars.

How is my service offering different from the offerings of my competitors? If you discover that another organization is already fulfilling your target mission, consider adjusting your mission to fulfill a need they are not already meeting.

Now that you have assessed the feasibility and need of starting your nonprofit and fulfilling its mission, decide whether you want to move on to step two, which would require investing resources. If you find that your nonprofit initiative is not feasible or needed, it's best to stop now and consider an alternative means of supporting your cause. Alternative options could include, for example, donating funds raised to another nonprofit.

2. Build a Strong Foundation

Some basic foundation-building steps to take include selecting your organization's name, recruiting your board of directors and writing your values, mission and purpose statements. The following section offers some guidance on how to complete each of these foundation-building steps to start your nonprofit.

Write Your Values Statement

Your values statement focuses on the principles your organization will follow at all stages of organizational development and in every decision made by your staff, executives, board members and volunteers. As you write, first list the behaviors you consider most important to fulfill your mission successfully and ethically. Then, delineate how those behaviors will be implemented in the day-to-day operation performed by all members of your nonprofit.

Write Your Mission Statement

A mission statement motivates your internal team to stay focused and determined. It should tell what you do, how you do it and why you do it. To write your statement, in one sentence, answer what services you provide, then incorporate the values your organization holds dear and the desired result of your mission. Incorporate the point of passion that led you to begin your nonprofit. For best results, write concisely and at an eighth-grade reading level.

Write Your Purpose Statement

Describe what your nonprofit does in 50 words or less. First, state what category of service your organization provides (educational or humanitarian, for example). Then, elaborate on your service offerings. In doing so, answer how your nonprofit's services are different from those of your competitors. Be specific enough to paint a compelling picture while also allowing room to grow your service offerings as your organization grows.

Choose Your Nonprofit's Name

The name of your nonprofit should be chosen to align with the feelings evoked by your values, purpose and mission statements. To brainstorm your name, consider the category of services your organization provides—humanitarian, for example—and descriptive words that represent your purpose, mission and/or values. Be sure your chosen name is short enough to fit in domain names and social media handles and that it is easy to write, say and remember.

Once you have chosen a name, check to ensure it is not already taken. To do so, search to ensure your domain isn't already in use using a tool like [GoDaddy's Domain search tool](#). Also, check with your state's business filing agency to ensure your company name isn't already in use in your state. Finally, to ensure your organization's name isn't trademarked, consider taking advantage of [Legal Zoom's trademark Check services](#).

Select Your Board of Directors

Make a list of the skills and expertise that you need to successfully fulfill your mission. Most nonprofits need financial, marketing, legal and industry-specific skills and expertise to fulfill a mission. Next, create a list of people with these qualifications and that share an interest in your cause. Finally, contact those people to discuss involvement with your nonprofit. To assess them for board positions, ask them to volunteer before committing to a board role.

3. File Articles of Incorporation

When you file articles of incorporation, you are requesting to be recognized as a business by your state. Once approved, your initiative is legally a business. However, your business is not yet tax-exempt. To file your articles of incorporation, you must first find out what office in your state is the state's business filing office. The name of this office is different in each state as are the steps and documentation needed to complete this filing.

For example, in Florida, you must file your articles of incorporation with the [Florida Department of State's Division of Corporations](#). You must also register with the Florida Department of Revenue. To find out what forms you need to fill out and any additional required steps or documentation, you can visit the [State of Florida](#) website. Access the IRS's webpage of [State Links of Exempt Organizations](#) to research the process in your state.

To legally conduct business in your state, you must also apply for a federal employer identification number (EIN). You can apply for your EIN easily online using [EIN Assistant](#). Be sure to download [Adobe Acrobat](#) before filing so you can receive your confirmation letter online instead of waiting for it by mail.

4. File for Tax-exempt Status

The process for filing for tax-exempt status varies depending on the type of 501(c) organization that you seek to form. To file for 501(c)(4) tax-exempt status, for example, you must first register your 501(c)(4) by filing Form 8976 using the [Form 8976 Electronic Notice Registration System](#). Then, you must file Form 1024-A to request tax-exempt status. In contrast, to apply for 501(c)(3) tax-exempt status, you must file Form 1023 or Form 1023-EZ.

The most common type of 501(c) tax-exempt nonprofit is the 501(c)(3). To learn more about forming this type of nonprofit, including the required steps for requesting federal and state tax-exempt status, read [how to file a 501\(c\)\(3\) application online](#).

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5. Maintain Your Tax-exempt Status

Maintaining your tax-exempt status is an ongoing process. Your bylaws, records and state and federal filing laws are the keys to doing so. Here is a short checklist you should consider when putting together your long-term tax-exempt status maintenance plan:

Adhere to your bylaws: Your bylaws offer a plan for running your nonprofit in a legal, ethical and impactful manner. They include details about when your board should meet, how to avoid conflicts of interest and how donor dollars should be spent. Follow your bylaws carefully and use them for all decision-making to keep your nonprofit healthy and, so, tax-exempt.

Keep detailed records: Records should be kept all year regarding your nonprofit's activities. Specifically, to keep your tax-exempt status, it is imperative to keep careful financial records, including all organizational expenses, revenue, grants given and received, bank statements and canceled checks. Proving your organization is using funds solely for donors' intended purpose is key to keeping your tax-exempt status.

File federal tax forms annually: On an annual basis, file at minimum a [990 Form](#) (or 990-EZ form if your annual revenue is less than \$50,000). This form shows how your nonprofit handles raised funds and avoids conflicts of interest. It is also made available to potential donors. Not only does it help you keep your tax-exempt status, but it helps you to attract new donors by proving your credibility and ethical use of funds.

File state tax forms annually: Many states require nonprofits to file a request on the state level to solicit donor funds from state residents. Others, such as Texas and California, require you to file for corporate tax exemption. File this paperwork annually with your 990 Form attached if required in your state. Doing so will allow you to keep your tax-exempt status on a state level and solicit the funds to keep your nonprofit running.

Bottom Line

Forming a tax-exempt 501(c) nonprofit offers advantages that help 501(c) organizations use donor dollars more effectively and, so, make a more positive impact. These benefits include attracting more donors and grants and cutting down on owed taxes. However, the nonprofit formation process can be challenging—requiring time, effort and even legal expertise. For this reason, we recommend you contact an experienced nonprofit lawyer to help you succeed.

Frequently Asked Questions

- + [Can I start a nonprofit by myself?](#)
- + [How can I start a nonprofit with no money?](#)
- + [Can the founder of a nonprofit receive a salary?](#)
- + [How do I file my nonprofit organization's articles of incorporation?](#)
- + [How do nonprofits prepare financial statements?](#)

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Reviews

Non Profit Planning



Things to consider before we jump =)

Steps to set up Non-profit in VA ([nolo.com](https://www.nolo.com))

1. Choose directors for your nonprofit.
2. [Choose a name, register for your nonprofit.](#)
3. How to appoint a registered agent? [What is a registered agent?](#)
4. [File Virginia nonprofit](#) (Instructional page and forms Articles of Incorporation.)
5. [Prepare nonprofit bylaws.](#) (can also use legalzoom or professional filing for fee)
6. Hold a meeting of your board of directors.
7. [Obtain an employer identification number \(EIN\).](#)
8. Obtain business licenses. [Instruction for obtaining State license, County](#)
9. File annual report.
10. [File Form 1023 for federal tax exemption.](#)
11. [Apply for Virginia tax exemptions.](#) ([Yearly registration, fees, and submission of tax documents](#))
12. Start a bank account (Fees may vary)

*Lorien posted similar guide in Forbes, I used Nolo info due to previous use nad VA specific info. Forbes is great too, here is the link for that article <https://www.forbes.com/advisor/business/how-to-start-a-nonprofit/>

Non-Profit Requirements (Once established)

4 Basic requirements for non-profit management, not always possible by one person.

(We are blessed with Lorien) Thank you so much!!

- Grant writing/grant compliance administrator (can't accomplish much w/o money)
- Account coordination for bank account, tax filing/records and fund-raising outside of grants (donations) and non profit paperwork filing and administration
- Admin for maintaining group organizational documents (minutes, bylaws, liability forms and event coordination with vendors
- Social media/communication coordinator to solicit volunteers or attendance for events

Non Profit Planning

Start cost: (approximate) I'm not a professional, just giving brief example based on 1st slide

Reserve name: \$10.00

VA State SCC commission: Business start up registration: 75.00

Non-profit filing fee VA: 25.00

EIN fee: \$0.00

Clarke County License Fee: \$130.00

Yearly cost: Unpredictable based on taxes, yearly profit/donations/grants

State of VA non-profit yearly registration fee . Every charitable organization which submits an independent registration to the Commissioner shall pay an annual registration fee of (i) \$30 if its gross contributions for the preceding year do not exceed \$25,000; (ii) \$50 if its gross contributions exceed \$25,000 but do not exceed \$50,000; (iii) \$100 if its gross contributions exceed \$50,000 but do not exceed \$100,000; (iv) \$200 if its gross contributions exceed \$100,000 but do not exceed \$500,000; (v)

Possible Fees: Taxes/banking fees/professional services, i.e. tax filing/legal