

## ***From Vision to Reality – Key Steps to Launching Your Nonprofit Agenda, and Learning Objectives (Revised) (Effective February 2026)***

### **Day 1– The Essentials Before You Launch Your Nonprofit (Virtual)**

**Monday - 4:00pm – 6:00pm**

- Knowing and sharing your “Why” you are considering starting a nonprofit
- Planning for a Community Needs Assessment to establish the need and relevance of your proposed organizational programs and services
- Understanding the structure, benefits, and requirement of a nonprofit
- Exploring Fiscal Sponsorship and when it may be the right path

**By the end of this session, participants should be able to:**

- 1) Articulate your “why” regarding their interest in starting a nonprofit.
- 2) Explain the purpose and components of a Community Needs Assessment.
- 3) Describe the basics of the structure and requirements of a nonprofit organization.
- 4) Assess their readiness to start a nonprofit organization.
- 5) Evaluate fiscal sponsorship as an organizational option.

### **Day 2 – A Step-By-Step Guide to Launching a Nonprofit Organization in California (Virtual)**

**Monday - 4:00pm – 6:00pm**

- Selecting and reserving your name for your NPO – An interactive naming workshop
- Preparing and filing Articles of Incorporation and all other required documents Secretary of State and the IRS
- Recruiting your Incorporators and properly vetting potential Board Members
- Establishing your nonprofit and navigating IRS Tax-Exempt Status: A Hands-On Demo
- Understanding the importance of NPO compliance requirements and capacity to adhere to them

**By the end of this session, participants should be able to:**

- 1) Articulate a potential name for their organization and know how to determine its availability.
- 2) Grasp the key steps to establishing nonprofit and the corresponding state and federal compliance requirements.
- 3) Understand the key principles of Board Development and the recruitment process.
- 4) Be familiar with the CA Secretary of State and IRS documents required for nonprofit formation.

**Day 3 – Mission, Programs, and Fund Development – A Strategic Alignment Lab (*In Person*)**

**Monday - 10:00am – 2:00pm (10:00 – 10:30 will be check-in and networking and lunch will be included)**

- Building on Your “*Why*” – Mission Statement Development Workshop
- Leveraging your mission statement to program development (with a focus on the community assessment, which will be introduced during Day 1)
- Understanding fund development basics for a nonprofit organization
- Developing a 2-Minute Pitch that aligns with mission statement and fund development priorities

**By the end of this session, participants should be able to:**

- 1) Clarify and build upon their organization’s “*why*” through a mission statement workshop that connects purpose to action.
- 2) Apply key concepts to mission-aligned and outcomes-focused program design.
- 3) Understand the basics of a fund development approach including the essentials of a compelling 2-Minute pitch.