1. **Articles of Incorporation:** For an example or template of nonprofit Articles of Incorporation, [click here](#). And for instructions on filing, [go here](#).

2. **501 (c) Status:** For basic guidelines on the IRS rules and regulations pertaining to tax exempt status and for filing guidelines, [click here](#).

3. **Bylaws:** For a template of nonprofit Bylaws, [go here](#).

4. **Form 990:** For a good example of what a 990 looks like, and for a copy of the form itself, [click here](#).

5. **Audited Financial Statements/Reviews:** For more information on audited financial statements or financial review and what to look for, [click here](#).

6. **CHAR 410 and CHAR 500:** For a quick break down on the CHAR 500 requirements and for a direct link to the AG website for the CHAR 410 or CHAR 500 forms, [click here](#).

7. **Rules pertaining to Boards:** For the basic rules on establishing a non-profit corporation, including the rules pertaining to board membership, [click here](#).

8. **Assumed Name or DBA Certificate:** For more information on how to obtain this Certificate, [go here](#).

9. **Organization Chart:** For an example of how to create an org chart, [click here](#). And for a basic template, you can [click here](#).

10. **Separation of Duties:** For more information on the elements necessary for a fiscally sound non-profit, including separation of duties, [click here](#).

11. **Board Minutes:** For a brief article on the need for and value of Board minutes, [click here](#). And for a template of Board meeting minutes to offer to nonprofit applicants, [click here](#).

12. **Board Management:** For guidance on how to view Board management and oversight, [click here](#).

13. **Board Committees:** For help on understanding Board structures and the importance of Committees, [click here](#).

14. **The Board’s fiduciary obligations:** For guidance on a nonprofit Board’s obligations, [click here](#).

15. **Internal Financial Controls:** For guidance on how to put proper internal controls in place, [click here](#) and see the section on “Monitoring Internal Controls, in particular, which speaks to separation of duties.

16. **Performance Outcome Management:** For a good article on the need for performance objectives and how management can use performance data most effectively, [click here](#).

17. **Staff development and training:** For websites that offer an array of sample policies, direct nonprofits to [www.crenyc.org](http://www.crenyc.org); [www.nprcenter.org](http://www.nprcenter.org); [www.councilofnonprofits.org](http://www.councilofnonprofits.org); [www.boardsource.org](http://www.boardsource.org) – to name a few.

18. **EEO Policy:** For information on EEO guidelines and where to get the EEOC posters for the workplace, [go here](#).
19. **Electronic Accounting Systems**: For explanatory or resource information pertaining to the need for electronic accounting and possible accounting systems used by nonprofit agencies, [click here.](#)

20. **Staff Performance Evaluation and Development**: For a good example of a performance evaluation and professional development scheme for staff, [click here.](#)