

AAUW Colorado Springs (CO) Branch Timeline for 501(c)3 Status

Achieve 501(c)3 Status

Nov '18: Board votes to pursue 501(c)3 status – DONE

Aug-Nov '19: Research application process – DONE

Nov '19: Obtain EIN tax ID for 501(c)3 status

Dec '19: Submit Articles of Incorporation to Colorado

Sep-Dec '19: Assemble 501(c)3 1023 application

Dec '19: Submit 1023 to IRS

TBD '20: Receive IRS approval of 1023 (3-9 mo)

TBD '20: Implement 501(c)3 AAUW Affiliate Agreement (after IRS approval)

Note: Estimated timeline as of Nov 2019
Version Nov 19, 2019

Update Bylaws and Working Rules & Policies

Aug '19: Gather examples from other 501(c)3 branches – DONE

Oct-Dec '19: Solicit suggestions for updates

Jan-Feb '20: Update bylaws and working rules & policies

Mar '20: Submit updates to AAUW State

Apr '20: Board vote on updates

May '20: Member vote on updates

Prepare for 501(c)3 Status

Strategic planning

Financial processes (accounting system, reports, audits, bank accounts, etc.)

Record keeping (minutes, documents, etc.)

Fund raising and grants

Review and refresh admin procedures (conflicts of interest policy, scholarship procedures, etc.)