The Project Ark—CreationProcess

Business License

Started:

Completed:

Description: The creation of the legal entity of the company. Requires three members, starting fee, agent.

Parts & Steps:

1. Choose & secure your nonprofit’s name
2. Appoint a registered agent
3. Select directors and officers
4. File the Certificate of Formation
5. Create operating procedures and housekeeping
6. Apply for 501(c)(3) status

Business Operations Definition

Started:

Completed:

Description: The day to day activities of the company.

Parts & Steps:

Company Policy

Started:

Completed:

Description:

Parts & Steps:

* Bylaws
  + How it will be governed
  + Roles of directors & officers
  + How meetings will be held
  + Voting procedures
  + Officer election
  + Record keeping
  + Dispute handling
  + How bylaws will be added and amended
* Conflict of Interest
  + What topics are company appropriate
  + Religious topics
* Company Culture
  + Interpersonal interaction

Prototype

Started:

Completed:

Description: The developed application for the platform.

Parts & Steps:

Funding & Resource Acquisition

Started:

Completed:

Description:

Parts & Steps:

* Create informationals & marketing
* Find willing donors
* Establish bank account on creation