

**St. Louis Volunteer Lawyers and Accountants for the Arts**

**NEW ORGANIZATION APPLICATION FOR ASSISTANCE WITH INCORPORATING AS A NONPROFIT AND APPLYING FOR TAX-EXEMPT STATUS**

Forming a nonprofit, tax-exempt organization is a time consuming and expensive proposition. St. Louis Volunteer Lawyers and Accountants for the Arts is pleased to assist new arts organizations with drafting Articles of Incorporation and By-laws, filing the IRS form and setting up bookkeeping systems.

Should you decide to take advantage of our services you must:

- complete and return this application;
- pay our \$100 administrative fee;
- meet with our executive director;
- complete and return our nonprofit incorporation worksheets;
- work with a volunteer attorney to complete your paperwork; and
- work with a volunteer accountant to set up a bookkeeping system using QuickBooks.

In addition, we encourage you to attend one of our Accidental Arts Administrator seminars.

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Address City Zip

\_\_\_\_\_  
Daytime Phone Cell Phone

\_\_\_\_\_  
Email Website

Please describe your organization's purpose.

Arts Discipline

- |                  |                   |             |
|------------------|-------------------|-------------|
| Arts Council     | Literature        | Visual/Fine |
| Crafts           | Multi-Discipline  | Other _____ |
| Dance            | Music             |             |
| Ethnic/Folk      | Theatre           |             |
| Film/Video/Media | Visual/Commercial |             |

What is your organization's proposed budget? \_\_\_\_\_

If you have consulted a lawyer or an accountant about this problem, please provide his/her name, firm and phone number.

\_\_\_\_\_

We have a copy of VLAA's Nonprofit Incorporation Workbook and the accompanying worksheets.

How did you hear about VLAA?

Web search

Friend/Relative

Speaker at a college class

Email from VLAA

Arts Agency

Other \_\_\_\_\_

VLAA is not staffed to provide emergency legal or accounting assistance. Please be prepared to wait two weeks for your application to be processed.

I understand that VLAA can neither guarantee that it will be able to refer my case to a volunteer nor that the representation will be successful. VLAA is merely a referral organization. I understand that VLAA makes no representation as to the skill of the referral attorney or accountant. I understand that I will be represented by the volunteer or the volunteer's firm and not by VLAA. I agree that in the event litigation or arbitration becomes necessary, I will not oppose my volunteer's decision to withdraw from representation.

I agree to include the VLAA logo in our publicity materials for two years after receiving assistance.

I agree to promptly notify VLAA if we no longer need the assistance of a volunteer.

I am enclosing the \$100 non-refundable processing fee.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Send this form with your check to: VLAA, 6128 Delmar, St. Louis MO 63112; FAX 314/863-6932