

## STEPS FOR STARTING A TREATMENT COURT COMMUNITY SUPPORT ORGANIZATION

### INITIAL STEPS:

1. Determine necessary stakeholders, i.e., who must be on board for the organization to be relevant and to succeed
2. Schedule initial meeting of stakeholders and personally invite each
3. Hold initial meeting:
  - a. Determine type of entity (corporation, foundation, or association)
  - b. If separate entity, select name and check availability of name with Secretary of State
  - c. Determine Mission Statement, Vision, and Goals
  - d. Assign duties for required legal and tax reporting obligations
  - e. Decide and schedule first fund raiser/public event

### LEGAL – If Incorporating as Not for Profit Corporation:

1. Determine availability of selected name through Secretary of State
1. Determine Mission Statement and Purpose
3. Select people who will be named as incorporators and initial directors, and officers of the corporation
4. Prepare Bylaws, including required prohibitions and provisions for dissolution
5. Select Registered agent and address (physical address, no P.O. Boxes)
6. Prepare and file Articles of Incorporation with Secretary of State
7. File with Internal Revenue Service for tax-exempt status, if desired, as 501 c 3 organization
8. Register with the Attorney General as a Charitable Organization
9. Obtain a Federal Employer Identification Number

For further help, consult:

<https://illinoisattorneygeneral.gov/Page-Attachments/CharitableOrganizationChecklists.pdf> and

[https://www.ilsos.gov/publications/pdf\\_publications/c165.pdf](https://www.ilsos.gov/publications/pdf_publications/c165.pdf)