



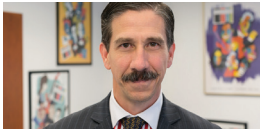
LET'S GET CONNECTED

NONPROFIT REVITALIZATION ACT OF 2013—ARE YOU READY TO GET STARTED?

To make sure your organization is compliant with the requirements of the Act—here's what we need from you.

You can contact Michael J. Cooney or Anita L. Pelletier directly or send us a note to our Nixon Peabody's Nonprofit Revitalization team, at: NPREvitalization@nixonpeabody.com.

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DOCUMENT CHECKLIST

Here is list of documents we will need to review:

- Formation documents—certificate of incorporation and all amendments, trust and any amendments, or other organization documents (i.e., articles of association, constitution, etc.)
- By-laws with all amendments if current version of by-laws do not reflect these
- Conflict of Interest Policy and annual disclosure form
- Whistleblower Policy—if policy is not available, we will need organization to confirm number of employees the organization has
- Audit policies and procedures including Audit Committee Charter
- EIN (allows NP to search databases more effectively)

WWW.NIXONPEABODY.COM/NONPROFIT_REVITALIZATION_ACT_OF_2013

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