



OUTLINE FOR BUILDING AN ORGANIZATION FOR YOUR LEKOTEK SITE

1. Form a Board of Directors
 - a. Lawyer
 - b. Accountant
 - c. Community leader
 - d. Parent
2. Board of Directors review and sign the Lekotek Agreement
3. Incorporate within the state
 - a. By-laws
 - b. Articles of Incorporation
4. Secure Federal IRS Ruling 501 C 3
 - a. Proposed budget
 - b. Tax information and form
5. Build community network
 - a. Needs assessment
 - b. Board of consultants
 - c. Service clubs
 - d. Parent groups
6. Seek funding
 - a. Proposal writing
 - b. Funding search
7. Program considerations
 - a. Space
 - b. Staff
 - c. Referrals
 - d. Materials

National Lekotek Center

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