

1. Organization Name: Mountain & Strings Chamber Music Retreat Scholarship Fund
2. Create Mission Statement:
3. Directors that serve as a board
 - a. Name
 - b. Name
 - c. Name
4. Articles of Incorporation
 - a. <https://sos.idaho.gov/CORP/forms/CORP/Art%20of%20Incorp%20nonprofit.pdf>
 - b. Filing fee is \$50.00
 - c. Generally takes 7-15 business days to be processed
 - d. This must be done before before completing the 1023-ez
5. Obtain an EIN from the IRS:
<https://www.irs.gov/businesses/small-businesses-self-employed/get-an-employer-identification-number>
 - a. After submitting this application the EIN should be given automatically.
 - b. This is completely free
6. Adopt bylaws: Internal operating rules for the organization.
 - a. Bylaw Examples:
 - b. Article I: Name and Purpose: Defines the fund's name and goals, such as supporting students pursuing specific fields.
 - c. Article II: Governing Committee: Outlines the selection committee's roles, including the number of members and their selection process.
 - d. Article III: Eligibility and Selection: Details criteria (e.g., GPA, financial need, leadership) and specifies that award recipients must be selected based on objective standards.
 - e. Article IV: Scholarship Procedures: Specifies how funds are disbursed (e.g., paid directly to the institution, not the student).
 - f. Article V: Financial Procedures: Outlines the duties of the Treasurer to maintain separate accounts and the procedures for accepting
7. IRS Federal Tax-Exempt Status:
 - a. <https://www.irs.gov/pub/irs-pdf/i1023ez.pdf>
 - b. Above link is a instructions and eligibility test, pages 14-22 have questions that need to all be answered "no" to apply (If any of the questions are answered yes, there is another form that can be filed but it takes on average 6 months to process)
 - c. When filing use an actual address not a p.o. Box
 - d. Takes on average 22 days to process but can take up to 120 days
 - e. Must file within 27 months of which you were legally formed (if the form is still pending when people give donations, most people will add to donation receipts "our IRS 501(3)(c) application is currently pending")
 - f. Application fee: \$275
 - g. Filing Assistance: 877-829-5500
8. Change bank account to a nonprofit bank account using following documents:
 - a. EIN Letter

- b. Articles of Incorporation
 - c. 501(c)(3) determination letter
 - d. Bylaws
 - e. Board meetings determining who can open and manage the account
 - f. Government-issued IDs for all authorized signers
9. Donation receipt:
- a. For donors to file for a tax deduction, they will need a donor receipt.
 - b. This can be made available at the time of the donation or can be mailed and received by January 31st of the next year.
10. Create info flyer for donors and potential donors:
- a. How many students have been given a scholarship since the fund was started?
 - b. Amount of Money?
 - c. Process to receive a scholarship
 - d. Why this matters to the community
11. Create donor QR code and add to website

Bylaws Rough Draft:

- Article 1: The Mountains & Strings Scholarship Fund creates opportunities for students to attend the Mountain & Strings Chamber Orchestra Retreat. The scholarship fund makes it possible for the camp to stay at a reasonable cost for all attendees and creates possibilities for students who otherwise would not be able to attend the retreat.
- Article 2:
- Article 3: Students must complete the application including paying the \$100 application fee and audition recording. Once accepted to the camp, the student can complete a written response to the following questions to be considered.
 - What past opportunities/experiences in music have you had?
 - What are your goals, hopes and dreams for the future in relation to music and your instrument?
 - Why do you feel you deserve/need a scholarship to Mountains & Strings?
- Article 4:
- Article 5:

Board Member Roles:

- President
- Vice President
- Secretary
- Treasurer

Questions for KaraLyn-

- How many students have been given scholarships to the Mountain & Strings Chamber Orchestra Camp?
 - Any other stats, amount of money, amount of donors, etc.
- When was the scholarship fund started?
- What groups of people are your main donors?
- What is the main reason that you feel the community should donate to the camp?
- Could I get just the mountain and string logo?