
New Project Check List

(09082011)

Complete this form and send to TCN for placement in your Master File

Project Name

Account #

Address, City, State, Zip

Phone

Email

Initial here

I understand that my project is an integral part of Trust Counselors Network, Inc. and that I do not need to file any returns with the state or with the federal government.

I understand that my project is considered a non-profit, tax-exempt project under the TCN umbrella and the name of Trust Counselors Network, Inc. must appear on all printed material or on any websites.

I understand that I am responsible for all fund raising activity and that all collected funds must be submitted to TCN.

I understand that no bank accounts, investment accounts, obligations of any sort including credit card, rents, leases, consulting arrangements or salaries may be obtained, created or opened.

I understand that my project is exempt from all federal income taxes but any purchases made for my foundation may not be exempt from state sales taxes. This is a state-by-state matter that I must take up with my state, but must be reviewed by TCN before submission.

I understand that TCN will not allow W-2 wage employees at this time and that all payments to individuals other than those considered reimbursement or benevolence and grants will receive a year-end 1099 form.

I understand that when the funds run out in my foundation project no disbursements will be made.

I understand that as project manager I may make recommendations regarding distributions from the account but that the TCN board of directors retains final authority.

I understand that I am responsible for receipting and communicating with all of my donors but that TCN will (by law) receipt all gifts of \$250.00 or greater whether cash or non-cash.

I understand that I am responsible for keeping TCN informed with a monthly Activity Report as to my activities, fund raising plans, grant proposal editing, marketing ideas, printings and creations and literature by sending a copy to TCN for approval.

Project Manager Name

Signature

Date