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* Choose an appropriate legal structure
* Identify the Desired Federal Tax Exemption Level
* Recruit Board of Directors According to State Governance Requirements (see checklist 2 below)
* Get familiar with Incorporation Requirements for State of Connecticut
* Prepare and File Articles of Incorporation
* Prepare and Ratify Your Bylaws
* Obtain an EIN
* Obtain a State Tax ID
* Apply for 501 (C) Tax Exemption Status
* Apply for State Tax Exemption Status
* Register for Charitable Solicitation in Connecticut
* Obtain an IRS Determination Letter for Tax Deductible Donations