

Checklist for Starting a NACN-USA Local Council

- ❑ Become a member of NACN-USA

<https://nacn-usa.org/membership/registration/>

- ❑ Contact the NACN-USA Regional Director for your area

<https://nacn-usa.org/about-us/board-of-directors/>

Scroll down to the end for description of geographical regions

- ❑ Complete the Council-in-Formation worksheet

1. Point of contact

2. How should you receive inquiries? Point of contact email or generic NACN-USA email (catholicnurses@nacn-usa) and have these forwarded to you.

- ❑ Form a team

A small group of Catholic nurses in your area who are willing to help

- ❑ Have all team members join NACN-USA

<https://nacn-usa.org/membership/registration/>

- ❑ Obtain Ecclesial permission

Contact your local bishop through the diocesan chancery office go to the website for your diocese (i.e., www.archbalt.org for Baltimore) click search, write in chancery office. Contact information should appear for the diocesan chancellor's office. Ask for a letter of approval from the bishop. Once approval has been received, request the appointment of a chaplain for the local council. Be sure to comply with all stipulations put forth by the bishop.

- ❑ Create a mission statement

Review NACN-USA bylaws for mission example

<https://nacn-usa.org/wp-content/uploads/NACN-ByLaws-2017-5.31.20172-Revision-Approved-by-Membership.pdf>

Checklist for Starting a NACN-USA Local Council

- ❑ Select a name, patron saint, motto and logo for your local council
Review NACN-USA bylaws for examples of name, patron saint and logo
<https://nacn-usa.org/wp-content/uploads/NACN-ByLaws-2017-5.31.20172-Revision-Approved-by-Membership.pdf>

- ❑ Draft bylaws including council's mission, governance, and financial structure

Use NACN-USA bylaws as a model for your local council
<https://nacn-usa.org/wp-content/uploads/NACN-ByLaws-2017-5.31.20172-Revision-Approved-by-Membership.pdf>

All members of the local council should be members of NACN-USA.

- ❑ Select a Board of Directors and elect officers

<https://nacn-usa.org/about-us/board-of-directors/>
Scroll to the end for job descriptions of board members

- ❑ Establish address that will be used for the local council
(i.e., post office box, or member's home address)

- ❑ If required by the bishop, file Articles of Incorporation with the State Department of Assessments and Taxation

The State Department of Assessments and Taxation can be found for your state by googling secretary of state or department of state for your state (i.e., www.dat.state.md.us for Maryland)

- ❑ Obtain a Federal Employer Identification Number (EIN) (unless you can use the EIN number for the diocese) from the IRS

You can file the form online or by mail, phone, or fax.

EIN Operations

Holtsville, NY 11742

Phone: (800) 829-4933

FAX: (631) 447-8960

www.irs.gov/businesses/small/article/0,,id=102767,00.html

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- ❑ Consider whether you need to establish 501(c)(3) status.
Some local councils fall under their diocese 501(c)(3) status, others have their own.
Complete and file form 1023 if seeking 501(c)(3) status
FORM: www.irs.gov/pub/irs-pdf/f1023.pdf
Instructions: <http://www.irs.gov/pub/irs-pdf/i1023.pdf>
FAQ's: http://www.irs.gov/charities/article/0,,id=130101,00.html#A_36

- ❑ Determine whether you need a bank account
- ❑ Determine if you need insurance or if covered by your diocese
(check with local diocese chancery office)
To contact the diocesan chancery office
go to the website for your diocese (i.e., www.archbalt.org for Baltimore) click search, write in chancery office. Contact information should appear for the diocesan chancellor's office

- ❑ Submit approval letter from the bishop and supporting documents (bylaws describing the council's mission, governance, and financial structure) to the NACN-USA Regional representative for your geographical area.
<https://nacn-usa.org/about-us/board-of-directors/>
Scroll down to the end for description of geographical regions

- ❑ Once approval has been obtained from the board of directors, you will be an official local council of NACN-USA, Congratulations!!

- ❑ Remember to pray and include the Holy Spirit, the Blessed Mother (patron of NACN-USA) and your local council's patron saint in the entire process. "I can do all things in Him who strengthens me"
Philippians 4:13
Revised Standard Version Catholic Edition (RSVCE)