



## Transitioning from Other Housing Non-Profit

## Getting Started Check List

### Contact Information

The Fuller Center for Housing  
Americus, GA 31709  
fullercenter.org  
OFFICE: 229-924-2900

### David Snell

President, C.E.O.

[dsnell@fullercenter.org](mailto:dsnell@fullercenter.org)

Office 229-924-2900

### Stacey Odom-Driggers

Vice President of  
U.S. Programs

[sdriggers@fullercenter.org](mailto:sdriggers@fullercenter.org)

Office 229-514-4703, ext. 403

### Cathy Smith

Associate Director of  
U.S. Programs

[csmith@fullercenter.org](mailto:csmith@fullercenter.org)

Office 229-514-4740, ext. 408

### PHASE 1: Covenant Partner Application

- 🏠 Review Operations Manual - <https://fullercenter.org/operations-manual/>
- 🏠 Selection of a name – should include **Fuller Center for Housing**
- 🏠 Identification of a service area
- 🏠 Submit on-line application with a description of the need
- 🏠 Identification of the founding board of at least 5 members including officers
- 🏠 Teleconference interview with organizing board
- 🏠 **Application approval** by VP of U.S. Programs - Stacey Driggers

**Date Completed** \_\_\_\_\_

### PHASE 2: Fuller Center for Housing, Federal and State Requirements

- 🏠 Articles of Incorporation - existing non-profits will need to do a name change/amend articles as needed according to FCH requirements
- 🏠 EIN - existing nonprofits may keep their EIN# in certain situations <https://www.irs.gov/businesses/small-businesses-self-employed/how-to-apply-for-an-ein>
- 🏠 By-laws – existing non-profits need to update their current By-laws
- 🏠 Appendix C – Request for Group 501(c)(3) Determination
- 🏠 FCH Covenant Partner logo and web page established on FCH website <https://fullercenter.org/covenant-partner-listing/>
- 🏠 Required Board/Family Selection/Family Partnering/Programs Training
- 🏠 Signed Covenant Partner Agreement
- 🏠 501(c)(3) approval and FCH 501(c)(3) documentation provided to Covenant Partner by Fuller Center President
- 🏠 **Phase 2 Completion approval** by VP of U.S. Programs – Stacey Driggers

### Ongoing:

- **Required:** Submit Annual and Bi-Annual Activity Reports to FCH
- **Required:** File Annual IRS 990/provide copy to FCH
- **Required:** Adopt Anti-Money Laundering Policy
- **Required:** Annual Corporation Renewal with the State
- Suggested Committee Development:
  - Finance
  - Resource Development
  - Church Relations
  - Site Selection/Construction Committee
  - Volunteer
  - Media/Public Relations
- Take advantage of training opportunities/information sharing teleconferences
- Attend Regional and Annual Conferences