**Association of Gospel Rescue Missions**

**Expansion Program**

**NEW MISSION CHECKLIST**

**Legal/Liability**

□ Articles of Incorporation

□ Constitution & By-Laws

□ IRS Form 1023 – 501(c)(3)

□ IRS Form 990

□ Employer ID Number (EIN)

□ Insurance

 - Property

 - Liability

 - Directors & Officers

 - Workers Compensation

 - Sovereign Immunity (medical professional volunteers)

**Permits**

□ Zoning

□ Building and Safety

□ Fire Marshall

□ Health

□ Use

□ Non-profit Postage

□ State Permits (If applicable)

 - solicitation

 - housing

**Meetings**

□ Advisory / Steering Committee

□ Legal/Official Board

□ Local Board

□ City Officials

□ Meeting Minutes

□ Ministerial Associations/Meetings

□ Churches

 - Pastors

 - Missions Committees

 - Youth Pastors

 - Seniors Pastors

□ Inter-Agency Meetings

□ Community Meetings

**Publicity**

□ Newspaper(s)

□ Radio

 - Christian

 - Secular

□ Television

□ Press Releases

□ Flyers, Banners

□ Scheduled Luncheons and Tours

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**Fundraising**

□ Direct Mail (Acquisition, Monthly Appeals, Receipts & Thank You)

□ Newsletters

□ Newspaper

□ Churches

 - Pastors

 - Missions Committees

 - Youth Groups

□ Civic Groups

□ Personal Approach

□ Special Seasonal

□ Special Donations

□ Thrift Store/Social Enterprise

□ Foundations/Grants

□ Corporate Sponsorship/Giving

**Ministry**

□ Men / Women / Children

□ Emergency Services (food, clothing, shelter, referrals)

□ Long Term Care (recovery program, transitional/after care, job training/vocational)

□ Day Services (showers, laundromat, job search, computer use/training)

□ Clothing Bank/Closet

□ Chapel Services

□ Medical/Dental Clinic

□ Food Bank

□ Affordable Housing

□ Other

**Financial**

□ Preliminary Budget

□ Set-up Accounts Payable

□ Set-up Accounts Receivable

□ Set-up Audit Trail

□ Set-up Donor Tracking Software

□ Set-up Accounting Software

□ Computerized vs. Handwritten records

**Facilities**

□ Recovery Program

□ Women and Children's Dorm

□ Men's Dorm

□ Kitchen

□ Medical/Dental

□ Administration

□ Storage

□ Chapel

□ Education/Employment

□ Shelter/Emergency Services

□ Thrift Store/Social Enterprise

**General**

□ Neighborhood/Community Needs

□ Special Programs

□ Personnel / Volunteers

□ Church Relations

□ AGRM Membership

□ Training/Internship

□ Annual Convention

□ Certification