

Milwaukee Crime Stoppers				
Startup Checklist				
Date: 20180501				
Item	Action	By Whom	By When	Notes
<b>Incorporation</b>				
Articles/Name	Online application for WI w/ Articles & proposed name	KSA	20180507	
FEIN	Apply online with IRS	KSA	20180510	
Bylaws	Create an initial bylaws for board approval	KSA	20180510	
Tax Exemption	File Form 1023 - App for Tax Exemption	KSA	20180517	
Business Plan	Vision, mission, goals, financial plan	Board		
Apply WI Charitable	File for charitable status in WI w/ WDFI	Treasurer		
<b>Board</b>				
Create Board	AP & CL coordinate members for initial board	AP/CL	20180509	
Bd Commitment	Create a Bd Commitment document for new members	KSA/AP/CL	20180509	
<b>L/E</b>				
MPD MOU	Create and approve MPD MOU	KSA/CL/AP	20180401	Completed - MCS to approve
Coordinator	Develop position description;	KSA/CL/AP	20180515	
Coordinator	Select Coordinator	MPD/MCS	20180601	
<b>Media</b>				
CBS - 58	Discuss with Mgt on exclusive rights MOU	AP	20180514	
<b>Marketing</b>				
Brand/Logo				
Program Launch				
<b>Finance</b>				
Banking	Set up an account with financial institution	Treasurer		

<b>Organizational</b>				
Call Center	Acquire call center to take tips after hours		20180520	
Tip Software	Tip taking software: P3 or TipSoft		20180520	
Contact numbers	Obtain Tip phone line		20180520	