

Congratulations! The Board of Directors has reviewed and approved your project, contingent upon completion of your registration. When we receive your registration documents we will open a bank account in the name of your new Seed Project and send you documents to add your project's signatory (signer of your checks) to your account. To register you must include a check for \$100 that we will deposit for you into your account when it is opened.

To register your Seed Project you need to:

- File a DBA (Doing Business As) registering your project's name with your county. See our DBA Guidelines for more information.
- Read our guidelines and complete the IRS Compliance Quiz and the Accounting Quiz.
- Complete the Registration Form and have it notarized.
- Write a check to us for your annual fee and your opening deposit to your account. See the instructions on the registration form to determine your annual fee.
- E-Mail a copy of your DBA, your notarized registration form and send your check to: made payable to The Seeds Project, c/o Lucy Greene, 1178 Copper Peak Lane, San Jose, CA 95120. Include a note identifying your project's name.
- E-mail to: ProjectFacilitation@SeedsProjectNonProfits.com
- E-mail the 2 quizzes to: Quizzes@SeedsProjectNonProfits.com

All of the above instructions are also included in a checklist on the Registration Form to make it easy for you to check off each step to complete your registration. You can also see much of this information on our website, www.seedsprojectnonprofits.com, under Apply – "Registration".

Read the Registration Form before you go to the notary for signing. We want to be sure you note the requirements that must be met each year in order to keep your project active. We keep our requirements as simple as possible for you but you do need to report to us at least once a year and pay the annual fee.

Upon receipt of the documents we need and your check, we will send proceed with opening your project's bank account. We'll send you the authorization form to add yourself or your chosen representative as signatory for your new account.

Welcome to our family of Seed Projects. Each of our projects serves our world in its own unique and important way. We look forward to seeing your seed grow!

Sincerely
The Seeds Project Facilitation Staff
ProjectFacilitation@SeedsProjectNonProfits.com