

Workshop: Business Services Shared Practices

# RI Small Business Basics & Non-Profit Basics Workshops



**Nellie M. Gorbea**  
Secretary of State



# Small Business Basics & Non-Profit Basics Workshops

- Free, virtual workshops
- Each offered 1-2 times/month (one in the evening)
- 90-minute duration
- Live presentation of relevant portions of the Business Services website
- Video introduction from Secretary Gorbea
- Participants interact through Zoom chat

- Launched February 2021
- Registration required; questions at registration lead to more personalized examples and conversation
- Participants fill out a survey, join our newsletter contact list, and are encouraged to think of Business Services as a central resource
- Promoted frequently through social media, website, email campaigns, targeted email responses, call center, and partner support organizations

# How Did We Get Here?



Close partnerships with SBA, SCORE, SBDC, CWE, Chambers of Commerce

- Presented as guests in partners' presentations for decades
- Cross-promotion
- Resource sharing



Reimagined, customer-focused web experience

- Plan, Start, Maintain, Close
- Welcome Packets
- Business Assistant
- Resources targeted at Non-Profits



# Small Business Basics



## Start Your Rhode Island Business

According to R.I. Gen. Laws, most business structures need to register with the RI Department of State. Follow the steps below to register your business.

### STEP 1

#### Gather required information

##### Name of Company

All businesses need to register with a unique business name. Check name availability by using the [RI Department of State Corporate Database](#). For more information on name availability, please visit the [RI Department of State Name Availability Guidelines](#).

##### Registered Agent

A registered agent is an individual or entity that receives official and legal documents on behalf of a business. The agent must be a Rhode Island resident or an entity qualified to do business in this state.

##### Registered Agent Address

A registered agent must have a Rhode Island street address and must be available at the given address during normal business hours to accept service of process. P.O. Boxes or shipping/postal company addresses (including virtual business addresses) do not meet this standard and are not allowed.

##### Business Structure

Your business structure is the legal definition of how your business is organized. Refer to our [Business Structures chart](#) to learn more.

##### Proof of Insurance/Board Approval

Professional Service Corporations and Professional Service Benefit Corporations are required to show proof of liability insurance upon registration. State law sets certain insurance exclusions and limits. See R.I. Gen. Laws Chapter 7-5.1.

If the entity is offering engineering services, prior approval from the [Board of Registration for Professional Engineers](#) is required.

### STEP 2

#### Register your business

The chart below outlines how to file with the RI Department of State to register certain business

## Are you ready to start your business?

Be sure to review our [Business Basics](#) before starting this important legal process.



# Non-Profit Basics



## Start Your Non-Profit Corporation

According to R.I. Gen. Laws Chapter 7-6, non-profit corporations should register with the RI Department of State. Registering with our office is separate from becoming a tax exempt orga with the Internal Revenue Service. Follow the steps below to start and register your non-profit Rhode Island.

STEP 1

### Gather required information

**Name of Non-Profit**

Check name availability by using the [Corporate Database](#). For more information on name availability, please visit the [RI Department of State Name Availability Guidelines](#).

**Registered Agent**

A registered agent is an individual or entity that receives official and legal documents on behalf of a business.

The agent must be a Rhode Island resident or an entity qualified to do business in this state.

**Registered Agent Address**

A registered agent must have a Rhode Island street address and must be available at the given address during normal business hours to accept service of process. P.O. Boxes or shipping/postal company addresses (including virtual business addresses) do not meet this standard and are not allowed.

**Non-Profit Structure**

Different non-profit structures have different tax liabilities. Refer to our [non-profit structures chart](#) to learn more.

Are you ready to start your Non-Profit?

Be sure to review our [Non-Profit Basics](#) before starting this important legal process.

STEP 2

### Register your non-profit corporation

Entity Type	Online Filing	Paper Filing	Fee
Rhode Island Non-Profit Corporation Starting in Rhode Island	<a href="#">File Online</a>	<a href="#">PDF</a>	\$35



# The Reaction

## 1. How satisfied were you with the topics covered during this workshop?

Very Satisfied: 90% | Satisfied: 10%

## 2. Did you feel the information presented was clear and understandable?

Yes: 100%

## 3. How did you hear about this workshop?

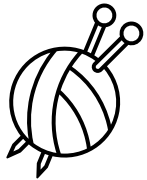
Partners | Website | Friends | Email | Facebook

## 4. What other topics would you like us to cover in future workshops or other events?

Insurance | Taxes | Financial Literacy | Non-Profit Accounting | Management | Funding | Branding



# Summits and Series



**From Passion to Profit:  
Transforming Your Hobby into a  
Business**



**Intellectual Property for Your  
Small Business**



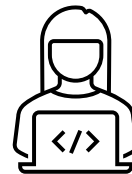
**Cybersecurity for Small Business**



**Non-Profit Boot Camp**



**Financial Literacy for the  
Business Owner**



**Exploring the World of  
E-Commerce**





# THANK YOU

*The success of Small Business Basics and Non-Profit Basics would not be possible without the help and support of the following:*

- **Nellie M. Gorbea**, Secretary of State
- **Melissa Husband**, Deputy Secretary of State, Director of Administration
- **Maureen Ewing**, Director of Business Services
- **Kristen Cordeiro**, Deputy Director of Business Services
- **Arianna Conte**, Social Media Specialist

## Questions?

Contact us:

*mewing@sos.ri.gov*

*kcordeiro@sos.ri.gov*