Workshop: Business Services Shared Practices

RI Small Business Basics & Non-Profit Basics Workshops
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.

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 the 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/bottle 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 Structure chart to learn more.

**Proof of Insurances/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.

Register your business

The chart below outlines how to file with the RI Department of State to register certain business.
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 organization with the Internal Revenue Service. Follow the steps below to start and register your non-profit in Rhode Island.

1. Gather required information
   - Name of Non-Profit
     Check name availability by using the Corporation Database. For more information on name availability, please visit the RI Department of State Name Availability Guidebook.
   - 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. Box or shipping/postal company addresses (excluding rural 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.

2. Register your non-profit corporation

Are you ready to start your Non-Profit?

Be sure to review our Non-Profit Basics before starting this important legal process.
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