

MEET THE PRINCIPALS



Joseph Haynes
Principal
Consultant, Trainer
Motivational Speaker

Joseph Haynes is a seasoned professional with 25 plus years of combined operations, sales, marketing, customer service and public relations experience. A demonstrated leader with career management experience at both small business and corporate levels.

During 14 years as a professional trainer Joseph has designed and presented programs for small to large groups, and a variety of training organizations. He has met the competencies established by the International Board of Standards for Training, Performance and Instruction holding three certified training designations.

As a business and community development consultant Joseph has provided financial, management, marketing and operational planning services. Clients have included entrepreneurs, small businesses and non-profits.

Clydette Benford-Haynes
Consultant & Trainer



Clydette Benford Haynes is an established professional having held management and executive level positions in human resources, training, marketing, sales, administration and operations over the last 27 years. She has extensive knowledge of budget management; fundraising; public relations, and project management. Clydette has provided small business start-up consulting and management services, crafting business plans, loan and grant proposals.

A qualified educator Clydette has taught elementary through high school youth. As a veteran trainer she has conducted in-service training on sales, marketing and customer service techniques. She has developed and presented several community college level workshops and certificated programs. Her effective people skills and high energy presentations keep the audience engaged.

Clydette has years of service with nonprofit and professional organizations in positions of leadership and responsibility.

BUSINESS SERVICES

NON-PROFIT

&

501(c)3

ORGANIZATIONS



Training People & Organizations for Peak Performance

P.O. Box 213

Denton, TX 76202

Phone: (940) 566-4747 Fax: (940) 383-0630

www.HBAssociatesonline.com

admin@hbassociatesonline.com

STARTUP SERVICES

Do you have a passion for a cause or group you'd like to help? Perhaps you have ideas that could help resolve a community problem and have been considering starting a non-profit organization to implement those ideas.

Haynes, Benford and Associates can provide your organization with start-up services in the areas of: incorporation, obtaining 501(c)3 IRS tax exempt services or state registration to comply with all government requirements.

There are several benefits to having your organization recognized as a 501(c)3 tax exempt nonprofit by the Internal Revenue Service (IRS). Here's just a few key benefits:

- ~ Donors can make charitable contributions and receive tax deductions
- ~ Qualified to receive private and public grant money
- ~ Income earned by the organization is deemed tax-free. (Limits apply)
- ~ Employees will be eligible for fringe benefits such as group life/health insurance or corporate pension plans
- ~ Save money on postage rates for business mailings
- ~ Lower advertising cost with Public Service Announcements
- ~ Reduced rates for announcements in the local TV, radio and print media.

We will be with you from the very beginning, helping you define your purpose or mission and develop a sound Business Plan to ensure future growth. We offer a full range of services:

- ✓ Drafting Bylaws
- ✓ Articles of Incorporation filing
- ✓ IRS 501(c)3 completion
- ✓ IRS SS4 filing
- ✓ Guided Consulting
- ✓ Business Plan preparation
- ✓ Grant Packaging

EXISTING ORGANIZATIONS

If your non-profit is already operating, we can still aid you by reviewing your programs and making recommendations on solutions to help your organization grow. We can also assist non-profits with writing grant proposals, and putting together a business development program, marketing and internet promotion to help create awareness of your non profit, church or charity. We offer training and workshop topics on:

- Strategic Planning
- Effective Meeting Management
- Board Development
- Volunteer Recruiting and Retention
- Marketing & Promotion
- Fundraising

SERVICE RATES

IRS 501(c)3 completion—Consulting, By-Laws preparation, Business Plan, Articles of Incorporation and filing 501(c) 3 *Fee \$500.00*

Business Plan preparation—Plan has 30-35 pages including financials, marketing strategies, color charts, graphs and more. Printed in color and hard copy in professional presentation folder with file on CD. *Fee \$250.00*

Grant Proposal—Includes a 15-20 page grant proposal. Printed hard copy in a professional presentation folder with file on CD. *Fee \$250.00*

Preparation of Bylaws—Printed hard copy in a professional presentation folder with file on CD. *Fee \$75.00*

Articles of Incorporation filing ~ *Fee \$90.00*

IRS SS4 filing (EIN) - *Fee \$50.00*

Guided Consulting— *Fee \$50.00 an hour*