

INVESTMENT CLUB START-UP CHECK LIST

As you begin setting up your investment club, be sure to read through the *Investment Club* section of the BetterInvesting website at <https://www.betterinvesting.org/clubs>. There you will find valuable resources to help you get started. Many of the resources mentioned below can be found in the *Form Your Investment Club* pages.

Request a Club Mentor

1. Let one of our experts help you. Contact BetterInvesting Member Services at service@betterinvesting.org or go to www.betterinvesting.org/clubmentor _____
 - a. Your club mentor will help guide you in the right direction, and provide answers to your questions.

1st Organizational Meeting

1. Establish Roster of Club Members _____
2. Elect Club Officers
 - a. Presiding Partner (President) _____
 - b. Assistant Presiding Partner (Vice-President) _____
 - c. Recording Partner (Secretary) _____
 - d. Financial Partner (Treasurer) _____
 - e. Assistant Financial Partner (Assistant Treasurer) _____
3. Distribute
 - a. BetterInvesting Club Application _____
 - b. Sample Investment Club General Partnership Agreement _____
 - c. Sample Club Operating Procedures (Bylaws) _____

2nd Organizational Meeting

1. BetterInvesting Club Registration & Enrollment
 - a. Complete and submit the BetterInvesting Club Application _____
 - i. All members should have access to an online stock selection tool
2. Investment Club General Partnership Agreement
 - a. Review & discuss with all members – edit if necessary _____
 - b. If necessary, send to attorney for review _____
 - c. Assign member to draft final version _____
3. Investment Club Operating Procedures
 - a. Review & discuss with all members – edit if necessary _____
 - b. Assign member to draft final version _____

3rd Organizational Meeting

1. Investment Club General Partnership Agreement
 - a. All members sign _____
2. Investment Club Operating Procedures
 - a. Ratify final draft _____
3. Establish a monthly club meeting agenda _____
4. County/State Registration

- a. Club President and/or Treasurer need to check with County and State Treasurer offices regarding filing obligations or registration for the club. _____
- 5. U.S. Government Registration
 - a. Apply for Employer Identification Number (EIN) _____
 - i. Apply online or mail completed form to the Internal Revenue Service _____

4th Organizational Meeting

- 1. Open a Brokerage Account for the Club _____
- 2. Open Club Checking Account (if no checking services available through brokerage service) _____
- 3. Subscribe to myICLUB Online Club Accounting Application _____
 - a. The myICLUB online club accounting application is the cornerstone to successful club administration.
 - b. Key Features:
 - i. Private, personalized club website
 - ii. Email compatible message boards
 - iii. Private club calendar
 - iv. File storage area for exchanging SSGs, minutes, photos, etc.
 - v. More than 35 essential portfolio and stockwatcher reports
 - vi. Annual federal and state tax forms (optional)
 - vii. Full investment club (partnership) accounting
 - viii. Industry-standard Secure Socket Layer (SSL) encryption
 - ix. Variable levels of access for each member
 - x. End-of-day stock quotes to help track portfolio performance
 - xi. Online customer support — 24-hour maximum response time
 - xii. Telephone support — expert help just a call away to Investment Club Accounting
 - c. BetterInvesting clubs get the first year subscription free!