

- (e) Prepare in advance all other papers for signing by foundation-corporate officials, such as membership certificates, employment contracts, stationery orders, etc.
- (f) In some cases it will be necessary for your foundation to file legal notice in the newspapers to indicate the beginning of your foundation. In some States this is required by State law, but generally it need only be performed by those foundations performing business activities of the same nature as the Creator's prior business activities. Public notice in this case is necessary to give constructive notice to creditors, customers and other interested business. Such legal notice of "change of business form" should be placed in the classified ads of a local newspaper serving the County or counties in which the foundation is active. A daily newspaper is preferred under the law, but if no such daily is available or the rates are prohibitive then a weekly newspaper is sufficient.
 - (1) If the prior business form was a partnership, limited partnership, corporation or a business operating under a fictitious name then the following language is usually mandatory: "The XYZ Company formerly doing business at 123 Main Street, hereby gives notice to all interested parties that as of January 1, 1967, it will be doing business as the XYZ Foundation duly organized under the not-for-profit corporation laws of the State of California."
 - (2) If the prior business conditions were that of a professional, doctor, dentist, chiropractor, optometrist, etc., serving as a sole proprietor or non-fictional name, then the following form is proper: "The Smith Foundation is pleased to announce that Dr. Smith is now serving as Executive Director (Medical Director, Medical Administrator, Dental Administrator) of the Smith Foundation, as of January 1, 1967."
 - (3) If none of the above conditions apply to your particular business situation and you are an employee of a large corporation or retired, or unemployed, then no legal notice is generally required in most States. State law should be examined to determine whether you must publish a public notice. If you are required to publish public notice and no language is given by the State Code then we suggest the following language be used: "We are pleased to announce the incorporation of the XYZ Foundation, whose general activities will be of the following nature ("summary of purpose"). The following people will serve as the initial Board of Directors: (names of initial Board of Directors)."