Hi’ilei Aloha LLC offers this model for Native Hawaiian nonprofits. This model was inspired by the ‘Five Life Stages’ book authored by Judith Sharken Simon with J. Terence Donovan.

**THE 5 STAGES OF A NONPROFIT**

1. **Ke ‘Ano ‘Ano**
   (the seed, idea, vision)
   - I have a dream or idea
   - Let’s organize as a community

2. **Ke Kupu**
   (sprout, sprouting, the seed cracks)
   - Nonprofit corporation is born
   - Governing documents are prepared

3. **Ke A’a, Ke Kumu**
   (roots and trunk)
   - Accountability and internal control systems
   - Board and staff grow

4. **Ka Mu‘o, Ka Liko, Ka Pua, Ka Hua**
   (budding, flower, fruit)
   - Productive, mature nonprofit
   - Strong board and staff leadership
   - Excellent reputation in the community and with funders
   - Is financially stable
   - A “model” organization

5. **Ke Kupu Hou**
   (the new seed)
   - Time for reflection on our mission
   - Re-visit our organizational structure and systems

**OUR MISSION**
To identify, promote, develop and support culturally-appropriate, sustainable opportunities that benefit Native Hawaiians.

Call us at (808) 596-8990 ext. 1003 or visit our website at www.hiilei.org.
READY TO GET STARTED?

1 Contact Us
   > Have your governing body send a letter to Hi‘ilei to request capacity building assistance.
   > Hi‘ilei will contact you for an initial meeting.

2A Organizational Assessment
   > If you wish to proceed with Hi‘ilei assistance, the next step is to complete the “Nonprofit Life Stage Assessment,” authored by Judith Sharken Simon with J. Terence Donovan.
   > We encourage your board and key staff or volunteers to complete the Assessment as a group.

2B Organizational Documents Review
   > As part of the assessment process, Hi‘ilei will check with you on your organizational documents such as Articles of Incorporation, Bylaws, Vision and Mission statements, organizational chart, job descriptions for paid staff and volunteers, board meeting agendas and minutes, financial statements, operating policies and procedures, fund development plan, strategic plan, promotional materials, brochure, newsletter, and website. This is simply to determine what documents exist and for Hi‘ilei to gain a better understanding of your organization.

3 Service Plan
   > Upon completion of the Assessment and documents review, the Life Cycle Stage of your organization will be determined.
   > Together, we will identify organizational capacity areas for assistance – governance, staff leadership, financing, administrative systems, products and services, staffing, or marketing.
   > We will then prepare a suggested Service Plan to assure that the board and key staff/volunteers understand the intent and their responsibilities in capacity building.

4 Service Plan Implementation
   > Hi‘ilei may be the provider for services and/or may partner with other providers.
   > Note that the Service Plan may be adjusted at any time during implementation.

5 Wrap Up and Evaluation
   > Once assistance is complete, we will ask for your feedback on the assistance as well as feedback from the provider(s).