

Chartering Checklist

2017-2018

- Community Club No Bank Account Family Club Committee/Council

Community Club

- Charter
- Constitution & Bylaws
- Financial Report
- Bank Statement
- Annual Review
- Assets
- Budget
- Annual Plan
- Affirmative Action

Turn in separately:

- End of Year Report
- EIN

Family Club

NO Bank Account

- Charter
- Letter (if no bank account)
- Annual Plan

Turn in separately:

- End of Year Report
- EIN

Community Club

NO Bank Account

- Charter
- Constitution & Bylaws
- Letter (if no bank account)
- Annual Plan
- Affirmative Action

Turn in separately:

- End of Year Report
- EIN

Committee/Council

- Charter
- Constitution & Bylaws
- Financial Report
- Bank Statement
- Annual Review
- Assets
- Budget
- Annual Plan

Affirmative Action Turn in separately:

- End of Year Report
- EIN

Notes:

- Letter of Dissolution