



NEW DIVISION CHECK SHEET

Name of the Division: _____

Contact person: _____

Documents required for newly-created division: Date of submission

- | | |
|---|-------|
| <input type="checkbox"/> Letter of intent | _____ |
| <input type="checkbox"/> 20 member applications (with contacts) | _____ |
| <input type="checkbox"/> By-laws | _____ |
| <input type="checkbox"/> Articles of Incorporation | _____ |
| <input type="checkbox"/> IRS ruling or receipt of application | _____ |
| <input type="checkbox"/> Minutes of the founding meeting(s) | _____ |

Approval of new members: _____

All documents in: _____

Provisional status starting: _____

Report of activities for the year in: _____

Approval of the report: _____

Approval of new division: _____



REACTIVATED DIVISION CHECK SHEET

Name of the Division: _____

Contact person: _____

Documents required for reactivated division:	Date of submission
<input type="checkbox"/> Letter of intent	_____
<input type="checkbox"/> 20 member applications (with contacts)	_____
<input type="checkbox"/> 5 members of old division (with contacts)	_____
<input type="checkbox"/> By-laws	_____
<input type="checkbox"/> Articles of Incorporation	_____
<input type="checkbox"/> IRS ruling or receipt of application	_____
<input type="checkbox"/> Minutes of the founding meeting(s)	_____
<input type="checkbox"/> Check for 50% of collected dues	_____

All documents in: _____

Approval of new division: _____