

✓ Affiliation Checklist ✓
For the GCSAA Chapter Affiliation Process

The following items must be completed in order for your chapter to maintain its affiliated status. The deadline to complete all yearly affiliation requirements is March 31, 2009.

Incorporation

- Yes, our chapter's incorporation remains in good standing. We have submitted our annual filing fee to maintain this status.

Tax-Exempt Status

- Yes, our chapter's tax-exempt status remains in good standing with the IRS. We do not anticipate losing this status.

Bylaws

- Yes, our chapter has amended its bylaws during the past year. An updated copy of the bylaws is enclosed.
- No, our chapter did not amend its bylaws during the past year.

Insurance

- Yes, our chapter currently has directors and officers liability insurance and general liability insurance through GCSAA's chapter insurance program.
- Yes, our chapter currently has directors and officers liability insurance and general liability insurance coverage, but it is through a different provider. Enclosed are copies of our insurance certificates.

Financial Information

- Yes, our chapter **has less than** \$25,000 in gross annual revenue. Enclosed is our financial summary, or a letter from our accountant, stating that our chapter maintains good business practices.
- Yes, our chapter **has more than** \$25,000 in gross annual revenue. Enclosed is a copy of our 990 tax form for the most recently completed fiscal year. It has been submitted to the IRS.

Additional Information

- Enclosed is a copy of our chapter's annual report of association activities for the most recently completed fiscal year.
- Enclosed is our chapter's current membership roster.

Please send this information to: GCSAA, Member/Chapter Services, 1421 Research Park Drive, Lawrence, KS 66049-3859 or fax to 785-832-4433.