

Principles of Affiliation Checklist

The following items must be completed in order for affiliates to receive the Academy membership rebate.

Principles of Affiliation Agreement

- Yes, the affiliate president has completed and signed the online Principles of Affiliation Agreement.

Insurance

- Yes, the affiliate is aware that by signing the Principles of Affiliation Agreement the affiliate purchases general liability insurance and directors and officers insurance through the Academy. (The amount is deducted from the June rebate check.)

Reporting Data

- Yes, the affiliate has submitted the affiliate annual report and completed the online assessment.
- Yes, the affiliate has uploaded copies of district agreements – both internal and external.

Membership

- Yes, there are policies in place to monitor and ensure that affiliate members and district members are members of the Academy.

Incorporation

- Yes, the affiliate has submitted a copy of a certificate of good standing issued by the state from the current membership year or a copy of the most recently filed annual report filed with the state of incorporation.

Tax- exempt status

- Yes, the affiliate's tax-exempt status remains in good standing with the IRS as tax-exempt under a 501(c)6 or 501(c)3. Documentation of the 990 tax form or an annual notice from the IRS has been uploaded.

Bylaws

- Yes, the bylaws are consistent with the Academy's provisions in the areas of membership categories, rights, and privileges. A copy of the bylaws has been uploaded.