**New AFP Chapter Application Checklist**

The AFP Board of Directors meets three times a year, at which time new chapters are chartered into the Association. For consideration, all materials on this checklist must be submitted to [chapter.services@afpnet.org](mailto:chapter.services@afpnet.org) at least 30 days prior to a Board Meeting. Contact [chapter.services@afpnet.org](mailto:chapter.services@afpnet.org) with questions

Chapter Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter Dues: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Areas/communities

served by chapter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organizer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following materials should be sent to IHQ as part of your petition:

\_\_\_\_\_ **Sponsorship Letter**

Sponsoring chapter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ **Bylaws** (to be ratified by the membership at the first “official meeting” of the chapter)

\_\_\_\_\_ **Completed Chapter Leadership Form** (election to be ratified by the membership at the first “official meeting” of the chapter)

\_\_\_\_\_ 20  **Paid Professional Category Member Signed Applications and Payments**

NOTE:AFP members who wish to transfer to your forming chapter and appear on your charter application must address a letter to AFP International Headquarters indicating the chapter to which they currently belong and requesting transfer to the new chapter. In order to appear on your charter application, transferring members must name the new chapter as their “primary” chapter (they may retain secondary membership in their current chapter). **All transfer letters must be included with the charter application, along with the applications and payments of new members.**

\_\_\_\_\_ **Program Calendar for the First Year**

\_\_\_\_\_ **Warranty Statement**

\_\_\_\_\_ **Conformance to Bylaws**

\_\_\_\_\_ **Budget Approved by the Forming Committee**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ **Request for 501 (c)(3) status on AFP’s Group Exemption** – U.S. Chapters only *(attach signed original)*

**IMPORTANT NOTE:** 501(c)(3) status exempts your chapter from FEDERAL INCOME TAX ONLY. Some states require a separate application for exemption from state income and/or franchise taxes. AFP Chapter Services will advise if this will be required.

Exemption from state sales tax, if offered to 501(c)(3)s in your state, always requires a separate application process**.**

**\_\_ Chapter Affiliation Agreement**