2021 Chapter Accord Checklist

**\_\_\_\_\_ Part 1: 2020 Chapter Leadership (due Dec. 15)**

*U.S. and International chapters send in their 2021 Chapter Leaders via the Accord site.
Canadian Chapters ensure 2020-2021 leadership is correct and update any changes.*

**\_\_\_\_\_ Part 2: Document Review (due Jan. 15)**

*U.S. and International chapters - Incoming 2021 Chapter President must read and electronically check the box by each of the following documents on the Part 2 Accord site. You can review the documents below – please DO NOT submit Word versions of these forms.*

*Canadian Chapters – 2020-2021 Chapter President must read and electronically check the box by each of the following documents on the Part 2 Accord site.*

**\_\_\_\_\_ Part 3: Chapter Activity Report (due Jan. 15)**

*Complete and submit the online 2020 Chapter Activity Report. You can view a Word version to prepare your answers, but please only submit the online survey.* [*https://www.cvent.com/d/v7q50j*](https://www.cvent.com/d/v7q50j)

**\_\_\_\_\_ Part 4: Upload Documents (due Jan. 15)**

1. **2020 Chapter Program Schedule (Including month, program, title, speaker)**
2. **Proof of active status of the Chapter’s corporation**Proof may be provided by downloading information from the state/provincial website if your state/province provides a Corporate Status section on its website; **OR** submitting a Certificate of Good Standing from the state/province; **OR** submitting a copyof the 2020 annual corporate report to the state/province, if your state/province requires such a report. Only ONE of the three items is required for Accord. *We will accept a screenshot or print out of the webpage on your Secretary of State’s website showing the chapter’s status.*
3. **2020 Financial Information *(A chapter budget is no longer accepted for this requirement.)***Please use this template: Chapter Financial Report Template - [English](https://afpglobal.org/sites/default/files/attachments/2019-11/2019%20Financial%20Summary%20Report.xlsx)
4. **Tax Returns**

**U.S. Chapters Only –** 2019 IRS Form 990, 990-EZ or 990-N **Canadian Chapters Only –** 2019 Form T2 or T2 Short, Corporation Income Tax Return or 2019 Form T-1044)