

2025 Chapter Accord Checklist

2025 Chapter Leadership Roster (due Dec. 16, 2024)

Chapter Leader Job Descriptions - [English](#) | French | Spanish

Chapter Document Review (due Jan. 15, 2025)

1. Warranty Statement - [English](#) | French | Spanish
2. Conformance to Bylaw - [English](#) | French | Spanish
3. Chapter Affiliation Agreement - [English](#) | French | Spanish
4. Brand Protection - [English](#) | French | Spanish

Chapter Activities Survey (due Jan. 15, 2025)

- Preview the 2024 Chapter Activities Survey - English | French | Spanish

Submit Documents (due Jan. 15, 2025)

1. 2024 Chapter Program Schedule - a list of virtual or in-person chapter programs/events including date, program title, and speaker information
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 copy of the 2024 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 printout of the webpage on your Secretary of State's website showing the chapter's status.

3. 2024 Financial Information (A chapter budget is no longer accepted for this requirement.)

Please use this template: Chapter Financial Report Template - [English](#) | Spanish | French or submit your Income and Expense Statement and Balance sheet

4. Tax Returns
 - U.S. Chapters Only
2023 IRS Form 990, 990-EZ or 990-N
 - Canadian Chapters Only
2023 Form T2 or T2 Short, Corporation Income Tax Return or 2022 Form T-1044