

# 2024 Chapter Accord Checklist

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## Phase 1: 2024 Chapter Leadership Roster and Document Review (due Dec. 15)

U.S. and International chapters submit their 2024 Chapter Leaders and review AFP documents via [Phase 1 of the Chapter Accord Form](#).

Chapter Leadership Roster Template - [English](#) | [French](#) | [Spanish](#)

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

Warranty Statement - [English](#) | [French](#) | [Spanish](#)

Conformance to Bylaw - [English](#) | [French](#) | [Spanish](#)

Chapter Affiliation Agreement - [English](#) | [French](#) | [Spanish](#)

Brand Protection - [English](#) | [French](#) | [Spanish](#)

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## Phase 2: Chapter Activity Report (due Jan. 16)

Complete and submit the online 2023 Chapter Activity Report. You can view a [PDF version](#) to prepare your answers, but **please only submit the online survey**.

*Note – Access to this submission form will become available **AFTER** phase 1 is complete.* 

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## Phase 3: Upload Documents (due Jan. 16)

Use the link provided in your email below to upload your accord documents.

*Note – Access to this submission form will become available **AFTER** phase 2 is complete.*

- 1) **2023 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 2023 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) **2023 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 – 2020 Form T2 or T2 Short, Corporation Income Tax Return or 2023 Form T-1044)