

School Connected Organization Checklist

Be sure that **all** information below has been turned in to the District Office for new and renewed school connected organizations.

- A member has attended a required annual meeting
- Application filled out entirely
 - School Site Principal's signature
- All documentation required in application
 - IRS letter stating Tax Identification Number & status
 - Bylaws
 - IRS Form 990, if applicable
 - Annual Financial Statement from prior school year
 - Forms **RRF-1** - 501(c)(3) or **CT-TR-1** - non 501(c)(3)