



Compliance Checklist

Affiliate Name: _____

School Year: _____

Program Start Month: _____

Fiscal Year End: _____

Compliance Item	Date Completed
Updated Affiliate legal address	
Updated Affiliate contact names, phone numbers, and email addresses	
Board of Directors list for <u>current</u> school year	
By-laws review/amendments (every 3 years)	
All students registered into the national database and assigned their proper status (active, pending, inactive, declined, etc.)	
All parental consent forms for active students	
Mentors, volunteers, staff, and Board of Directors members registered into the national database and assigned their proper status (active, pending, inactive, declined, etc.)	
Approved background check for all active mentors	
Affiliate public web page includes Affiliate's main contact name and direct email address and the list of the current school year's Board of Directors	
Program Report questionnaire completed (year-end item)	
PDF copy of Form 990, 990-EZ, or confirmation of 990-N	
Balance Sheet and Profit & Loss Statements (PDF)	
Renewal of Charitable registration	
Review of State Laws (child welfare, background checks etc.)	

Notes
