

ACE Mentor Program of America, Inc. Requirements for Starting a New Affiliate

Starting A New Affiliate

As the ACE Mentor Program expands, it needs to maintain a consistent level of program quality. ACE staff will guide new affiliates through the set-up process. However, before a start-up can begin to operate, it must be self-sustaining and obtain the following commitments: (see Attachment A for a sample questionnaire of the below)

- Pledged involvement of five committed board members. (The pro bono attorney and CPA could be a part of this start up group)
- Pledged financial commitments from potential board member firms or others. (The financial commitment initially consists of approximately \$50/yr. per student to cover the cost of liability insurance and administrative fee. Fees are accessed after completion of the ACE year and are only accessed against the active & pending students registered in the database.)
- Pledged volunteer commitment from mentor firms.
- Pledged commitment from at least one local high school.
 - **Note: It is strongly recommended that the board not serve a dual purpose by serving on the board as well as be involved in the mentoring process, at least in the initial couple of years in the life of the affiliate.**
- It is further recommended that in the first year of organization time should be spent on development of the board, mentor solicitation as well as school selection.

The Affiliate Agreement for the ACE Mentor Program of America should be reviewed as well as the sample Affiliate By-laws.

It is highly recommended that start-up affiliates secure the services of an attorney and an accountant to help with the procedures described below. It is recommended that the attorney and accountant also serve on the board of the organization.

Legal Steps to Setting up an Affiliate

1. Identify Board members and officers and adopt the By-laws for the affiliate.
2. The subordinate organization must incorporate itself in its home state as The ACE Mentor Program of _____.
3. The corporation shall obtain a Federal Employer Identification Number by filing a Federal Form SS-4 with the Internal Revenue Service.
4. The affiliation agreement must be signed and submitted to ACE National.



5. There is an expedited procedure to obtain status as a tax-exempt organization under Section 501(c) (3) of the Internal Revenue Code. Rather than having to file an application with the Internal Revenue Service, which is a rather complicated and time-consuming process, all that needs to be done is to add your corporation to the Group Exemption Roster that is maintained by ACE Mentor Program of America. The process for the addition of your affiliate is a letter from the subordinate organization authorizing Ace Mentor Program of America, Inc. to add your organization to the Group Exemption Roster. (Attachment B is a sample of the letter)

ACE National will send your affiliate the group exemption number that you will need to file your annual Federal tax returns on Form 990. In general, if your organization has revenues greater than \$50,000, you will have to file annually Form 990. If your organization has revenues less than \$50,000, you must file a Form 990N (postcard). Failure to file annual tax returns will jeopardize an affiliate's non-profit status and may be cause for disaffiliation from the ACE Mentor Program of America.

6. Each state has different registration requirements with respect to becoming a tax-exempt organization for state tax purposes. You may also have to file annual returns with your home state. Any question on the state requirements, should be directed to your attorney.
7. Many states provide a sales tax exemption to tax-exempt organizations. Check with your state regarding the procedures to obtain your sales tax exemption.

Setting up Affiliate

After the affiliate has completed all the above steps, the new affiliate is ready to get started. The affiliate will have an affiliate page set up and the information will be put onto the National Website. It is recommended that the affiliate appoint an individual to be responsible for the website and database. This is often an administrative person within a company. This individual will be sent the user name and password for the Behind the Scenes section of the website after completing a background check. **(Note: The "Behind the Scenes" section of the website gives individuals access to the mentor and student database which contains personal information. Access to this section of the website should only be distributed to those that have a need to know and have gone thru a background check)**

The Board of Directors should meet and set up a strategy for the affiliate.

Recruitment of mentors can start and should be directed to register on the website. There is a full package of information available to all affiliates for mentor recruitment and training. The program cannot begin before the mentors are registered in the database with an approved background check. If your school conducts its own background check in most cases this will satisfy the ACE background check requirement. Work with your regional director if this is the case.

Student recruitment can also start and students must also register on the website. There is information available on the website for the affiliate to use for recruitment of students.

Your regional director is available to assist the affiliate in the recruitment process.

Attachment A - Start Up Checklist

Name of Lead Contact:

Company:

Email:

Telephone:

Mailing Address of Affiliate:

Board Members:

Chair:

Vice Chair:

Treasurer:

Secretary:

Member:

Mentor Firms:

Architectural:

Engineering:

Construction:

Other:

High School(s):

Name:

Contact:

Attorney who will work with you to establish the Affiliate:

Accountant who will work with you to establish the Affiliate:



Attachment B – Affiliate Addition Letter

Date

Diana T Eidenshink
President
ACE Mentor Program of America
1501 Cherry Street
Philadelphia, PA 19102

RE: Addition to the Group Exemption Roster

Dear Diana,

The purpose to this letter is to request inclusion of our corporation under the Section 501(c)(3) of the Internal Revenue Code Group Exemption Roster held by the ACE Mentor Program of America, Inc.

A. Name of Corporation- _____

B. Mailing address- _____

C. Actual address, if different from mailing address- _____

D. Federal Employer Identification Number- _____

E. Name of main contact – _____

F. Phone number - _____

This letter gives authorization to the Ace Mentor Program of America, Inc. to add ACE Mentor Program of _____ to the group exemption roster for the Section 501(c) (3) of the Internal Revenue Code. Our corporation is not a private foundation as defined under the Section 509(a) of the Internal Revenue Code. Our corporation is filed in the State of _____ as a non-profit entity.

Thank you for your consideration.

Sincerely,

