



Summary Chart of Compliance Elements

Compliance Elements	Required by Law (Federal or State)	Required by ACE	Required for Insurance Coverage
Start-up Documents			
Signed Affiliate Agreement, copy must be submitted to the Regional Director.		X	
Articles of Incorporation, copy must be filed with appropriate state office and submitted to Regional Director.	X	X	
Affiliate By-laws, signed and dated copy most current version must be filed with appropriate state office and submitted to Regional Director.	X	X	
Employer Identification Number, copy of confirmation must be sent to Regional Director.	X	X	
List of Board of Directors' names and company affiliations submitted to Regional Director.		X	
State charitable registration, if required by state; copy of state's confirmation must be sent to Regional Director.	X	X	
Written request to be included under ACE's group tax-exempt umbrella must be submitted to Regional Director who will file it with ACE national office.	X	X	
Contact information must be filed with ACE national office, including affiliate's legal address and the name, telephone number, and email address for the primary contact person(s).		X	
Annual Tax Filings			
Federal income tax report (990, 990-EZ, or 990-N) must be submitted to IRS, with copy to ACE national office.	X	X	
Annual Administrative Requirements			
Mentor background checks must be complete and current for all active mentors and recorded in ACE database.		X	X
All active mentors and staff must complete the on-line training module and agree to follow ACE policies.		X	X
Student registration, all active and pending students must be accurately and completely listed in database.		X	X



Current list of board members should be posted on affiliate's webpage annually and submitted to Regional Director.		X	X
Current board members must be registered in ACE database.		X	X
Affiliate Annual Program Report, most current report must be on file in national office.		X	
Parental consent forms, each active student must have completed electronic or hard copy; affiliate must upload hard copy into database. Lead mentors retain file of parental contact information.		X	X
Renewal of charitable registration, if required by state, must be executed, and copy of registration confirmation sent to Regional Director.	X	X	
Annual Financial Requirements			
Copy of affiliate balance sheet (PDF file) for most recent full fiscal year should be sent to Regional Director.		X	
Profit & Loss statement (also called income statement) (PDF file) for most recent fiscal year must be submitted to Regional Director.		X	
Most recent audit report, if required, must be sent to Regional Director.	X	X	
Affiliate payment for background checks must be reimbursed in full.		X	
Affiliate payment for insurance premium & administrative fee must be paid in full each year.		X	