



Florida School Nutrition Association Application for Chapter Affiliation Agreement

The _____ School Nutrition Association, is hereby applying to be a subordinate under the Florida School Nutrition Association IRS Group Exemption (tax exemption.)

This agreement describes the requirements and policies for an FSNA chapter to be part of the FSNA IRS Group Exemption. The purpose of this agreement is to assure that the chapter remains compliant with the IRS regulations and does not fall out of compliance and thus, endanger the FSNA IRS Affiliation and the FSNA tax exempt status.

This agreement is effective on the date signed below and remains in effect indefinitely unless terminated as listed below.

Requirements for a subordinate under FSNA income tax exempt umbrella of Federal Tax:

1. Signed Affiliation Agreement
2. Chapter Bylaws
3. File Annual IRS 990N send Accepted Copy to FSNA according to FSNA Policy and Procedure Manual.

Additional Requirements:

1. File Annual copy of Florida Department of State Filing (If Incorporated) Send copy to FSNA
2. Maintain and Submit financial records of the Chapter to include Fundraising, Membership fees, contributions and donations. Submit annually with 990-N acceptance.
3. To be recognized at the annual conference and included in Chapter Chatter please submit a Local Officer form annually to FSNA; and provide updates if there is a change in officers. All officers must be current FSNA members.

FSNA is required to:

1. Provide chapters with detailed and comprehensive information on remaining IRS compliant. This information is posted on the FSNA Chapters Tab on the FSNA Website.
2. Respond to emails and calls from Chapters regarding filing the IRS 990N
3. Provide two reminders via email to the Chapter contact provided to FSNA regarding filing dates.

We understand if we do not file the IRS 990 and send proof of this filing in a timely manner according to the IRS our affiliation will be dissolved and the Chapter will no longer be under the umbrella of the FSNA IRS nonprofit exemption.

Local School District are to be held harmless and are in no way affiliated with Florida School Nutrition Association.

Our Chapter was first organized _____.

Date of Application

President of Affiliated Chapter Signature

Print Name

Address

Reviewed and approved:

FSNA President

FSNA Chair of Region Directors