

Chapter Checklist

All chapters:

All Mothers Against Methamphetamine chapters are expected to hold high standards of accountability and contribute to their communities. Mothers offers you organizational training and guidance, but your ultimate impact for the Glory of God is determined by your level of commitment and energy. Chapters are required to submit some minimal documentation to Mothers as to the goals and mission, programming and impact at least annually, and preferably quarterly. Forms are included in your Chapter Training Manual.

1. Application listing board members, their contact information, and the goals and mission of your group
2. Mission Statement
3. Articles of association signed by officers
4. Statement of Faith signed by each board member
5. Limitation of Liability statement
6. Quarterly activity report filed with our office
7. Annual dues of \$120 either to the national office, or to your District State Office

Additional Requirements for participation in our group IRS Exemption:

Participation in our group 501-C3 exemption is completely voluntary. It permits you to collect tax deductible donation, apply for grants, list with your local Better Business Bureau, and partner with other groups and agencies. It obligates you to file a 990 form with the government annually. If your budget is small, the form is abbreviated as the 990EZ. Other limitations and stipulations are described in the chapter training manual.

1. Chapter Authorization Form – with your name exactly as it appears in your articles of association
2. Employer Identification Number - EIN (or Tax ID number)
3. Banking information: name of bank, signers on account
4. Copy of first year budget
5. Descriptive narrative of your programs, meetings, and funding sources
6. Annual 990 form submitted **BOTH** to Mothers Against Meth and to the IRS.

Chapter Training Manual

Your Chapter Training Manual covers many topics important to the success of a local Mothers Chapter. Dr. Holley is available to come to your community and offer personalized training for your board and volunteers at no charge, but your chapter would have to provide for her expenses. Chapter training will also be available at our next Annual Conference.