



## TXAEYC Chapter Application

### Cover Sheet

*Readers Note: The PDF version of the application is for AEYC board discussion only.*

TXAEYC is pleased to open its 2018 Chapter Application process. Applications will be accepted from December 8, 2017 through January 8, 2018. All applications must be submitted through mail or email.

Applications will be reviewed by TXAEYC Staff and VP of Chapter Relations and Chapter Committee to determine whether the Principles of Affiliation and the Capacity Thresholds have been met and to verify the required documentation.

The VP of Chapter Relations and Chapter Committee will review applications and may seek additional clarification and information. At their discretion they may submit recommendations for affiliation to the TXAEYC Governing Board for consideration and approval at the January 2018 Board meeting.

A checklist of all required evidence or narratives is provided at the end of the application form for your reference.

Please direct questions to Michael Gonzalez at [mgonzalez491@gmail.com](mailto:mgonzalez491@gmail.com) at 832-798-5184.

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Time/Date Stamp: [TXAEYC Staff Only]

Organization:

Address:

Website:

Name of the individual submitting this application:

Role:

Phone:

Email:

## Chapter Membership Structure: Member Service Delivery Area

Please define the Chapter Structure:

- Incorporated Chapter: Maintain 501c3, own bank account, insurance coverage, meet IRS requirements and audit*
- Unincorporated Chapter: Falls under TXAEYC 501c3, bank account, insurance, etc. (See Flow Chart for details)*

**Please check the box next to the member service delivery area that best describes your Chapter Services Area.**

<input type="checkbox"/> Geographic Area (please list zip codes)	<input type="checkbox"/> Young Professionals (under 30 years old)	<input type="checkbox"/> Public School Pre-K Teachers
<input type="checkbox"/> Directors Group	<input type="checkbox"/> Kindergarten – 3 <sup>rd</sup> Grade	<input type="checkbox"/> Family Home Child Care
<input type="checkbox"/> Student Group	<input type="checkbox"/> NAEYC Accreditation	<input type="checkbox"/> Other: Please List _____

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Please check each box next to the required capacity thresholds indicating that the Chapter **is fully able to meet the requirement at the time of this application.**

Any required capacity threshold the Chapter is unable to fully meet at the time of this application **requires a detailed plan and timeline outlining how the Chapter intends to achieve the capacity threshold by January 2018.**

### Required Capacity Thresholds

1.  Maintain a vision, mission and brand identity consistent with NAEYC's vision, mission and brand identity.  
*Required evidence: Copy of current vision and mission and expressed willingness to adhere to NAEYC brand guidelines.*
  - We do not currently meet this threshold.  
*Required evidence: Detailed plan and timeline to achieve this threshold by January 2018. No more than 250 words.*
2.  Operate as a High Performing Inclusive Organization, as further set forth in the principles of a high- performing, inclusive organization (HPIO) as articulated in NAEYC's [Strategic Direction](#) and [the Chapter Policies and Procedures](#).  
*Required evidence: Narrative No more than 350 words.*
  - We do not currently meet this threshold.  
*Required evidence: Detailed plan and timeline to achieve this threshold by January 2018. No more than 350 words.*
3.  Identify and nurture emerging leaders across demographics, geography, and socio-economics, including methods of choosing leaders for the chapter.  
*Required evidence: Narrative No more than 350 words--*
  - We do not currently meet this threshold.  
*Required evidence: Detailed plan and timeline to achieve this threshold by January 2018. No more than 350 words. No more than 350 words.*
4.  In coordination with NAEYC membership staff, develop member recruitment and retention targets designed to grow Affiliate membership. Increase member satisfaction of available programs, services, and engagement opportunities. Please describe your strategies to recruit a more diverse membership and how you are planning to contribute to TXAEYC meeting its target goal of doubling membership in the next 5 years?  
*Required evidence: Narrative and respond to the following questions: No more than 350 words.*
  - We do not currently meet this threshold.  
*Required evidence: Detailed plan and timeline to achieve this threshold by January 2018. No more than 250 words. No more than 350 words*

## Chapter Name

5.  We have adopted "AEYC" into our organizational name. Please list the name of your Chapter:  
\_\_\_\_\_ Chapter of TXAEYC

## Chapter Logo

6.  We will agree to align with the NAEYC brand and logo.

## Other Affiliations-

7.  We agree to partner with the other organizations with whom TXAEYC partners. (For example, SECA)
8. Our Chapter Leadership Team has approved this application.

*Required evidence: Copy of the record of board approval.*

9. **Unincorporated Chapters Only:** Please provide your projected budget for your first year.

### ***The next 5 Questions are for Incorporated Chapters Only:***

10.  Corporate status in good standing with state of incorporation or other states where the Chapter does business.  
*Required evidence: Certificate(s) of good standing*
11.  We do not currently meet this threshold.  
*Required evidence: Detailed plan and timeline to achieve this threshold by January 2018.. No more than 250 words.*
12.  Maintain 501(c)(3) status with the IRS (or similar designation if outside the US).  
*Required evidence: Current IRS determination letter or similar government documentation if outside the US*  
 We do not currently meet this threshold.  
*Required evidence: Detailed plan and timeline to achieve this threshold by January 2018. No more than 250 words.*
13.  Timely filing of the Affiliate's annual IRS information return (Form 990) and annual financial audit conducted by an independent auditor or timely filing of the Chapter's annual IRS information return (990-N) and annual financial statements reviewed by an independent CPA.\*Required  
*Required evidence: Filed copies of last 3 years of 990 or 990N.*  
 We do not currently meet this threshold.  
*Required evidence: Detailed plan and timeline to achieve this threshold by January 2018. No more than 250 words.*
14.  Maintain comprehensive liability and director and officer insurance coverage in the amount of \$1M per policy.  
*Required evidence: Copy of current certificates of insurance.*  
 We do not currently meet this threshold.  
*Required evidence: Detailed plan and timeline to achieve this threshold by January 2018. No more than 250 words.*
15. Are there any outstanding debits, liens, judgements, suits, legal issues or contracts under your current 501(c)(3)?  
 No  
 Yes, please explain and provide proper documentation
16.  Conduct an active and inclusive nominations and election process that adheres to the tenets of HPIO ensuring a strong, viable governance structure, as further set forth in the principles of a high- performing, inclusive organization (HPIO), as articulated in the Strategic Direction and the Affiliate policies and procedures.  
*Required evidence: Narrative including current board demographics. [Insert link to Affiliate Log-In with instructions on how to download this information] No more than 350 words.*  
 We do not currently meet this threshold.  
*Required evidence: Detailed plan and timeline to achieve this threshold by January 2018. No more than 350 words.*



### Checklist of Required Evidence

**Note: Any unmet thresholds require a detailed plan and timeline to achieve the threshold by May 2017.**

<b><i>Required Evidence</i></b>	<b><i>Completed and Attached</i></b>
Copy of current vision and mission	
HPIO narrative	
Leadership narrative	
Member recruitment and retention, and satisfaction narrative	
Plan to diversify membership narrative	
Copy of the record of Chapter Leadership approval of the application.	
Outstanding debits, liens, judgements, suits, legal issues, contracts if appropriate	
Projected budget for first year of operations	
<b>For Incorporated Chapter Only</b>	
HPIO nominations and election process narrative including board demographics for Incorporated Chapters Only	
Current certificate of Good Standing from State of Incorporation (or similar designation if outside the US)	
Copy of your IRS determination letter (or similar designation if outside the US)	
Filed copies of last 3 years of 990 or 990N	
Copy of current liability and director and officer certificates	



**Signature Page**

TXAEYC requires a minimum of **three executive committee member/leader signatures**. Please indicate the role of each executive committee member/leader.

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**Name – Leadership Title**

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**Date**

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**Name – Leadership Title**

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**Date**

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**Name – Leadership Title**

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**Date**