



<https://www.vvanjsc.org/>

CHECKLIST FOR CHAPTERS

ALL CHAPTERS MUST CERTIFY BY JUNE 1 OF EACH YEAR BY SUBMITTING TO THE STATE COUNCIL COPIES OF THE BELOW LISTED ITEMS CREDIT CARDS ARE ACCEPTABLE PROOF THAT FILINGS HAVE BEEN DONE

CHECKLIST FOR CHAPTERS

- _____ CHAPTER FINANCIAL REPORT
- _____ PROOF THAT CHAPTER FINANCIAL REPORT WAS SUBMITTED TO THE VVA
- _____ PROOF OF BONDING INSURANCE
- _____ COPY OF THE CHAPTERS IRS 990 FORM SUBMITTED TO THE IRS
- _____ PROOF OF REGISTRATION WITH NEW JERSEY DEPARTMENT OF STATE
- _____ PROOF OF REGISTRATION WITH THE NEW JERSEY CHARITIES REGISTRATION, IF THE CHAPTER ENGAGES IN FUND RAISING.
- _____ A LIST OF CURRENT CHAPTER OFFICERS COMPLETE WITH CONTACT INFORMATION

CHAPTER _____ CERTIFIES THAT ON THIS DATE _____ THAT IT IS IN COMPLIANCE WITH THE

REPORTING REQUIREMENTS OF THE VVA CONSTITUTION AND THE NEW JERSEY STATE COUNCIL

BY-LAWS.

CHAPTER PRESIDENT

EXECUTIVE OFFICER