

National Christ Child Society Chapter Requirements Checklist

#	Item	Description	Due Date
1	Chapter Member Roster	Send updates to office periodically throughout year and verify complete roster as of January 1st	February 15th
2	Annual Chapter Report	Used to report activities and gather necessary input	February 28th
3	Chapter Board List	Chapter board member list with contact information and terms	As changes occur and verify list annually by February 28th
4	Tax Filings	IRS Form 990, 990 EZ, 990N	February 28th
5	NCCS Dues	\$12/member	March 31st
6	NCCS Chapter Support	\$20/member with reduction for member donations to NCCS Annual Appeal	June 30th
7	Chapter Articles of Organization/Incorporation	Outlines nonprofit's purpose and structure	As changes occur
8	Chapter Bylaws	Significant written rules that establish the chapter's governance structure	Within 30 days of amendment
9	National Conference/Convention	Attend annual meeting	Sept/Oct annually
10	National Day of Service	Join us nationally and make a difference locally	4 th Saturday in October
11	NCCS Annual Giving Campaign	Encourage chapter members to donate	September through December 31st