



Volunteer Organization Data Sheet

This form must be submitted annually, and in the event of a change in any of the information below.

School-Year: _____ New submission for current school-year Updated Information

Organization Name

School Name

The information requested below is for informational purposes and does not determine charter eligibility.

Is the Organization a 501(c)(3)? If 'Yes', please attach a copy of the IRS determination letter.

To learn more about obtaining 501(c)(3) status, please visit: <https://www.irs.gov/pub/irs-pdf/p4220.pdf>

Yes

No

Does the Organization have general liability insurance? If 'Yes' please attach a Certificate of Insurance.

Yes

No

At which banking institution does the Organization have an account?

Bank Name: _____

Account Type (checking, savings, other): _____

Account Name: _____

Which officers are authorized to sign checks?

Name: _____ **Position:** _____

Name: _____ **Position:** _____

What is the Organization's EIN?

Outside Organizations may not use Henry County Schools' EIN or tax-exempt status.

How often does the Organization meet?

Day of the Week: _____ **Frequency (biweekly, monthly, etc):** _____ **Time:** _____

During which month do you hold officer elections? _____