Potential Sponsors Checklist for new organizations

Institution’s Name: ______________________ Reviewed by: ___________________________

Documents to submit to determine eligibility:
___ Checklist (this form)
___ Pre - Application Inspection Form for each sites (attached form)
___ Budget planning Worksheet (attached form)
___ License Information (if applicable)
___ STAARS Substitute W9
___ DUNS number #_________________ and documentation
___ E-Verify – MOU (only signature page – must include Homeland Security electronic signature)
___ Certificate of Compliance (attached form)
___ 501 © 3 letter (non-profit organizations)
___ Last two most recent bank statements OR most recent financial statement
___ Proof of site eligibility (At-Risk only)

Food Preparation (choose one):
___ Contract with Food Service Management Company (found on ALSDE website)
   ___ Completed and Signed contract
   ___ Menus
   ___ Delivery Schedule
   ___ Health Inspection Report

___ Contract with School Food Authority (found on ALSDE website)
   ___ Completed and signed contract
   ___ Menus
   ___ Delivery Schedule
   ___ Health Inspection Report

___ Self-Prep
   ___ Menus
   ___ Health Inspection Report

Management Plan/Business Ownership (Submit the one that applies)
___ Corporations (For-profit or non-profit):
   ___ Articles of Incorporation or Articles of Organization
   ___ Board minutes approving participation in program

___ Partnerships:
   ___ Partnership documents
   ___ State or Federal form documenting name

___ Sole proprietorships
   ___ State or Federal form documenting name

___ Churches not incorporated
   ___ A letter stating that they are under the auspices of a parenting organization
   ___ Board minutes approving participation in program