

## 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