

**Westchester Park District Affiliate / Associate
Application & Check List**

Name of Organization _____

Mailing Address of Organization _____

Email Address _____

Website _____

Not for profit Verification _____ **W**

Applying for: Please check one

Affiliate Agreement (51% or more residents of the Westchester Park District) **Associate Agreement**

List of Organizations Officers

Title	Name	Address	Phone	Cell	Email
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Please provide the following:

1. A copy of all registrations with addresses (affiliate only)
2. Insurance certificate naming the Westchester Park District as **"ADDITIONALLY INSURED"**.
3. Name of all coaches and managers in which background checks are being performed on, and need to complete NAYS training.
4. Name and information regarding the company that the organization is using to perform the required backgrounds checks with. Notarized affidavit of organizations completion of Criminal Background Checks.
5. A copy of the affiliate's publication to be included in the Park District's brochure.
6. A copy of the organization's annual detailed budget.
7. A copy of the organizations end of year financial audit or report.

Organizations Designated Liaisons (2)

Name	Home Phone	Cellular Phone	Email address
_____	_____	_____	_____
_____	_____	_____	_____

Organizations designee to perform Criminal History Backgrounds Checks

Name	Home Phone	Cellular Phone	Email address
_____	_____	_____	_____

PLEASE DO NOT WRITE BELOW THIS LINE
FOR OFFICE USE ONLY

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- | | | |
|------------------------------------------------|---------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Executed Agreement | <input type="checkbox"/> Verification of Not for Profit | <input type="checkbox"/> Insurance Certificate |
| <input type="checkbox"/> Copy of registrations | <input type="checkbox"/> Name of coaches & Managers | <input type="checkbox"/> Notarized affidavit |
| <input type="checkbox"/> Detailed budget | <input type="checkbox"/> Financial Statement | |