Paperwork Checklist for 2009–10

Please turn in the following paperwork by July 15, 2010:

All Stanford clubs

☐ Club Charter/Renewal Form
☐ ’09–’10 Annual Report
☐ ’09–’10 Calendar of Events
☐ Most Recent Officer and Board List

For clubs with membership (paid or unpaid)

☐ ’09–’10 Membership List or Club Directory. If you have a standard group of active participants (as with most book clubs), please submit a list of those names. You may send this electronically to your SAA contact. No need to submit if you have been using the online membership module to track your entire membership.

For clubs maintaining a bank account

☐ Bank Account Information Form
☐ ’09–’10 Annual Financial Statement
☐ Copy of Your Bank Signature Authority Card

For clubs using Stanford’s Taxpayer Identification Number

☐ Copies of monthly bank statements that cover July 1, 2009, though June 30, 2010 (no need to resend if your bank automatically sends statements to SAA). If you do not have the last statement yet, please send the others and follow up when it is available.

Due December 8: Copies of paid invoices of $600 or more (or invoices for vendors where the accumulated total is $600 or more) during this calendar year (January 1–December 31) and W-9 forms from each of these vendors.