New Neighborhood Associations

Fill out this form in order and contact Eric Pate at e.pate@cedar-rapids.org or 319.286.5115 to begin the recognition process.

Existing Neighborhood Associations

Annual updates are required to remain recognized.

All Neighborhood Associations

Please provide updates of any changes regarding your boundaries, contact persons, mailing address, and meeting dates so we can better serve you.

Return the filled out form with required supporting documents to the above address or e.pate@cedar-rapids.org by April 30th.

ORGANIZATION INFORMATION

Neighborhood ______________________________________
Contact Person ____________________________________
Phone Number _____________________________________
Email _____________________________________________
Mailing Address ____________________________________

Location and Time of Public Meetings

Location ___________________________________________
Day & Time _________________________________________

Does your neighborhood have 501c3 status?
Yes_____ No_____ In process of obtaining_____

Does your organization publish a newsletter?
If “yes”, how often is it published?
Yes_____ No_____ Monthly_____ Quarterly_____ Annually_____ Other_____

When was your last general election?_________________

President’s Signature_______________________________
Today’s Date______________________________________

SUBMITAL CHECKLIST

<table>
<thead>
<tr>
<th>Submittal Item</th>
<th>✓</th>
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</thead>
<tbody>
<tr>
<td>Completed application</td>
<td></td>
</tr>
<tr>
<td>Map of neighborhood boundaries</td>
<td></td>
</tr>
<tr>
<td>Meeting minutes from last general election</td>
<td></td>
</tr>
<tr>
<td>(must be submitted at least every 2 years)</td>
<td></td>
</tr>
<tr>
<td>Copy of organization by-laws</td>
<td></td>
</tr>
<tr>
<td>501c3 status (optional)</td>
<td></td>
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</tbody>
</table>

BOARD MEMBER INFORMATION (add additional sheet to the form for additional board members if needed)

1. Name ___________________________________________ Title___________________ Phone__________________ Email__________________
2. Name ___________________________________________ Title___________________ Phone__________________ Email__________________
3. Name ___________________________________________ Title___________________ Phone__________________ Email__________________
4. Name ___________________________________________ Title___________________ Phone__________________ Email__________________

NEIGHBORHOOD BOUNDARIES (please attach a map)

North _____________________________________________ East ______________________________
South ______________________________________________ West ____________________________

Please list the three (3) most significant issues your neighborhood is dealing with

1._________________________________________________________________________________
2._________________________________________________________________________________
3._________________________________________________________________________________

How does your organization communicate with its membership?
_________________________________________________________________________________
_________________________________________________________________________________