

Instructions for Completing the Organizational Accreditation Paperwork Form:

Section 1: Organizational Accreditation Information

1. Enter your email address in the "Email" field.
2. Choose your accreditation status (Initial Accreditation, Annual Renewal, or Profile Update).
3. Enter the complete name of your organization.
4. Provide your organization's mailing address.
5. Enter the officer's name.
6. Select the officer's position from the list provided (e.g. President, Vice President, etc.).
7. Enter the officer's phone number.
8. Provide an alternate phone number if available.
9. Indicate if the officer is a primary contact for the organization (Yes or No).
10. Indicate if the officer is a facility usage requester for the organization (Yes or No).
11. Specify if you have other members to list for the organization (Yes or No).

Section 2: Organizational Profile

1. Describe your organization's functions in the community.
2. Indicate if your organization collects funds for purposes other than paying for liability insurance (Yes or No).
3. Specify if your organization is exempt from paying federal income tax (Yes or No).
4. Indicate if your organization operates a concession stand (Yes or No).
5. If your organization operates a concession stand, provide the location.
6. Specify if your organization engages in physical activities (Yes or No).

Section 3: Youth Athletics Participation

1. Select the activities your organization provides from the list provided (e.g., Baseball - Youth, Basketball – Youth, etc.).
2. Choose either "Acknowledge Understanding" or "N/A - We do not have teams yet" regarding downloading and completing the form for each team.

Section 4: Organizational Declaration Affidavit

1. Select the appropriate classification of your organization (Non-Profit, Commercial, Religious, etc.).
2. If applicable, select the classification for religious groups.
3. Acknowledge or select "N/A" for each item in the Organizational Accreditation Checklist.
4. Acknowledge or select "N/A" for each item in the Organizational Accreditation Submission Requirements.
5. If applicable, download and complete the form with participation numbers for each type of sport your organization offers.
6. Choose the appropriate classification (Community Based or County Based).

7. Click "Acknowledge" to confirm your authorization to complete the form on behalf of your organization.

After completing all sections, submit the form.

Once you have completed all the sections and submitted the form, follow these next steps:

1. Organize your supporting documents: Gather all the necessary supporting documents mentioned in the form, such as proof of liability insurance, assessment of community need, bylaws, and any other required documents.
2. Combine documents into a single PDF: Compile your completed form and all the required supporting documents into one PDF packet. Make sure to include the completed form for each team in your organization, if applicable.
3. Email the packet: Send the entire PDF packet to permits@aacounty.org. Make sure the subject line of the email is clear and includes your organization's name and the purpose of the email (e.g., "XYZ Organization - Initial Accreditation Application").
4. Wait for a response: After submitting your form and supporting documents, wait for a response from the relevant department. They will review your application and may contact you for additional information or clarification.
5. Monitor your email: Keep an eye on your email for any updates or requests for additional information from the department. Respond promptly to any correspondence to expedite the accreditation process.
6. Share guidelines and policies: Once your organization has been accredited, ensure that you share the departmental guidelines and policies with all the members of your organization. This will help maintain compliance and prevent any issues with the use of public facilities.
7. Maintain compliance: Keep your organization's information up-to-date and ensure that you comply with all the policies and guidelines. This will help ensure your organization's continued use of public facilities.

By following these steps, you will be well on your way to completing the accreditation process for your organization. Remember to stay proactive in keeping your organization's information current and to be responsive to any communication from the department.