PHASE 1: Covenant Partner Application
- Selection of a name – should include Fuller Center for Housing
- Identification of a service area
- Submit on-line application with a description of the need
- Identification of the founding board of at least 5 members including officers
- Teleconference interview with organizing board
- Application approval by VP of U.S. Programs - Stacey Driggers

Date Completed

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PHASE 2: Fuller Center for Housing, Federal and State Requirements
- Articles of Incorporation - existing non-profits will need to do a name change/amend articles as needed according to FCH requirements
- By-laws – existing non-profits need to update their current By-laws
- Appendix C – Request for Group 501(c)(3) Determination
- FCH Covenant Partner logo and web page established on FCH website [https://fullercenter.org/covenant-partner-listing/](https://fullercenter.org/covenant-partner-listing/)
- Required Board/Family Selection/Family Partnering/Programs Training
- Signed Covenant Partner Agreement
- 501(c)(3) approval and FCH 501(c)(3) documentation provided to Covenant Partner by Fuller Center President
- **Phase 2 Completion approval** by VP of U.S. Programs – Stacey Driggers

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Ongoing:

- **Required**: Submit Annual and Bi-Annual Activity Reports to FCH
- **Required**: File Annual IRS 990/provide copy to FCH
- **Required**: Adopt Anti-Money Laundering Policy
- **Required**: Annual Corporation Renewal with the State

- **Suggested Committee Development:**
  - Finance
  - Resource Development
  - Church Relations
  - Site Selection/Construction Committee
  - Volunteer
  - Media/Public Relations

- Take advantage of training opportunities/information sharing teleconferences
- Attend Regional and Annual Conferences