



New Covenant Partner

Getting Started Check List

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PHASE 1: Covenant Partner Application

- 🏠 Review Operations Manual - <https://fullercenter.org/operations-manual/>
- 🏠 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 _____

PHASE 2: Fuller Center for Housing, Federal and State Requirements

- 🏠 Articles of Incorporation
- 🏠 EIN – free site to apply for EIN:
<https://www.irs.gov/businesses/small-businesses-self-employed/how-to-apply-for-an-ein>
- 🏠 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/>
- 🏠 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

Ongoing:

- **Required:** 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