

# CMC Annual Information Update Form

Thank you so much for taking the time to keep our records current.

Organization Name: \_\_\_\_\_

Website: \_\_\_\_\_ District: \_\_\_\_\_

## **Physical Address:**

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

## **Mailing Address:**

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## **Executive Director Information:**

Name: \_\_\_\_\_

Address: Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

## **Board Information:**

Please attach a list of board members and their contact information:

## **Service Synopsis:**

Number of individuals served by your organization this year: \_\_\_\_\_

Number of individual volunteers: \_\_\_\_\_ Volunteer hours: \_\_\_\_\_

Last year's budget: \_\_\_\_\_ Current projected budget: \_\_\_\_\_

**Documents Needed:** Please include a copy of the following documents if we do not have your most recent copy on record:

- Mission Statement/Vision Statement
- Tax-exempt Form 501(c)(3), IRS letter
- Bylaws
- 990 Tax form
- Most recent Financial Audit

## **Return completed documents to:**

**Church of the Nazarene, \_\_\_\_\_ District office**

**Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Office phone #:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_