

## CBO Yearly Document Checklist

*The following documents must be signed, scanned and emailed to [Thomasin.franken@dc.gov](mailto:Thomasin.franken@dc.gov) before programming may begin.*

**Agreement**

Please type the appropriate information inside EACH grey text field and sign. Once submitted, Thomasin Franken will submit the document to be reviewed and signed by the Chancellor. The sooner you submit the MOA, the sooner it will be reviewed and signed.

**Application to Use Facilities**

This document certifies permission to provide service in each individual school. To submit, please

- Create a document for each school you plan to work in;
- Acquire the principal's signature

**Assumption of Risk**

The assumption of risk is required to access facilities. This document is a protected word document that will allow you to type in expandable text fields. You will view the text fields as grey colored boxes. Please type the information inside the box and complete EACH required box. Print out and sign.

**Certificate of Insurance**

Any third party operating in schools is required to carry its own liability insurance:

- Amount must be at least 2 million dollars
- DC Public Schools *must* be listed as added insured

**Donation Agreement**

Every year CBOs and NBOs are required to file a donation agreement that quantifies the value of in-kind services provided to the students and therefore to the DC Government. DCPS, as a DC Government agency, may not accept in-kind services unless a donation agreement is on file with the Mayor's Office. Please note that this agreement does not require you to donate money to the DC Government; this is a simple quantification of the in-kind services you are providing. The attached Donation Agreement is a protected word document with text fields that expand to accommodate the information. Please complete ALL required text fields, print out and sign. Do not include any federal funding such as the 21<sup>st</sup> CCLC nor any DC Government funding such as grants from the DC Trust.

### Supporting Documents for the Donation Agreement

Please review, do not submit:

- **Donation rules of conduct and Section 115 of the DC Appropriation Act**
- **In-Kind Contribution Template** for your use to help calculate the amount of your in-kind donation. If you receive any federal or DC government grant, remember to *exclude* the grant amount from the donation calculation.



□ **Security Pledge**

This document is required to access student-level data through the DCPS Central Office. Please view the CBO Handbook, page 18, for information on how to access this information

**Supporting Documents for the Security Pledge**

Please review, do not submit:

- **OSTP Data Sharing Policy**, which includes
  - The Afterschool Pledge
  - FERPA letter
  - Policy on data sharing