



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Board Submission Guidance

Developing an Appropriate Board of Directors

An acceptable Board consists of a majority of members whose livelihood is independent from and who hold no personal financial interest in the non-profit organization's activities, and who are not related to each other or the non-profit organization's personnel. Board members with a personal financial interest in the organization or its activities, or with relatives on the Board or within the organization, may not have the ability to make objective decisions based solely on what is best for the organization.

In order to determine if an organization has an acceptable Board, the State Agency (SA) may inquire with the organization as to whether the Board members have fiscal ties to the agency or are family members. If, however, the responses are not consistent with other information concerning the Board's membership, the SA may request additional clarification.

For more information about the requirements for an independent governing board of directors, please visit the USDA Food and Nutrition Service CACFP Handbooks Web page at <http://www.fns.usda.gov/cacfp/cacfp-handbooks> and select Guidance for Management Plans and Budgets.

Non-profit organizations must provide a full listing of all members of the board of directors. Provide the following information for each member of the board. Only the Board Chair Member is required to provide their Date of Birth (DOB).

Name of Organization

Name

Title

Date of Birth

Address

City

State, ZIP

Email

Phone

Date

Is this person paid by CACFP funds?

☐ Yes ☐ No

Is this person related to any of the organization's personnel, contractors, or board members? ☐ Yes ☐ No

Does this person have a financial stake in the organization?

☐ Yes ☐ No