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**CRUCIAL DOCUMENTS**

- List of Current Board Members (if applicable)
- By-Laws of the Organization (if applicable)
- Partnership Agreement/LLC Operating Agreement (if applicable)
- 501 (c)(3) Approval (if applicable)
- Last 7 years of 990's for non-profits and last 7 years of Tax filings for all other business structures
- Copies of All Job Descriptions
- Copy of Performance Appraisal Instrument
- Fee Agreement/Contract for Services
- Enrollment Application/Packet
- Personnel Policy Manual
- Parent Handbook/Parent Information Packet
- Organizational Chart
- Employment Contract (if using one)
- Profit/Loss Statement and Balance Sheet for last 3 years
- Budget for Program for last 3 years