NAACP YOUTH & COLLEGE DIVISION
Healthy Unit Compliance Checklist

Unit Accessibility

How accessible is your unit on your campus or in the broader community?

1. Do you have unit post office box unit mailing address? ☐ Y ☐ N
2. Do you have a published telephone number? ☐ Y ☐ N
3. Does your unit possess or have access to fax machine? ☐ Y ☐ N
4. Does the unit have an e-mail address? ☐ Y ☐ N
5. Does the unit publish a newsletter? ☐ Y ☐ N
6. Does your unit have a website? ☐ Y ☐ N

Unit Operations (General)

1. Has your unit identified a meeting location? ☐ Y ☐ N
2. Does the unit general membership meet regularly (at least once per month)? ☐ Y ☐ N
3. Does the unit Executive Committee meet regularly (at least once per month)? ☐ Y ☐ N
4. Do your unit officers understand their roles and responsibilities? ☐ Y ☐ N
5. Does your unit President use Parliamentary procedures to conduct meetings? ☐ Y ☐ N
6. Does your unit use an agenda to guide each meeting? ☐ Y ☐ N

Unit Operations (Financial)

1. Does the unit have a bank account (checking only)? ☐ Y ☐ N
   If not why not? ____________________________________________________________.
2. Does the unit have a Tax Identification Number or TIN? ☐ Y ☐ N
3. Are the unit President, Treasurer and Advisor listed as the only authorized check
   signers on the unit bank account? ☐ Y ☐ N
4. Does your unit have an annual budget? ☐ Y ☐ N
5. Has your unit submitted the annual budget? ☐ Y ☐ N
6. Has your unit submitted the Annual Year-End Financial report to the
   National Office by the March 1st deadline?
   ☐ 2015 ☐ 2016 ☐ 2017 ☐ 2018
**Unit Compliance**

1. Have your unit officers and executive committee members received Training?  □ Y □ N
   Would you like training Assistance?  □ Y □ N

2. Do you have a minimum of 25 members?  □ Y □ N
   If not how can we help you to recruit new members or retain? __________________________

3. Have you completed and forwarded a new Officer’s Update Form to the State, Regional, and National Office?  □ Y □ N

4. Does your unit have active standing committees?
   a. Armed Services (College Chapters Only)  □ Y □ N
   b. Community Coordination (Youth Councils Only)  □ Y □ N
   c. Education  □ Y □ N
   d. Employment and Economic Development  □ Y □ N
   e. Entertainment (Youth Councils Only)  □ Y □ N
   f. Finance/Fundraising  □ Y □ N
   g. Health  □ Y □ N
   h. Housing and Community Planning (College Chapter Only)  □ Y □ N
   i. Juvenile Justice  □ Y □ N
   j. Membership  □ Y □ N
   k. Political Action  □ Y □ N
   l. Press and Publicity  □ Y □ N
   m. Program and Research  □ Y □ N
   n. Youth Employment & Economic Development (Youth Councils Only)  □ Y □ N

5. Do Unit Officers and Standing Committee Chairs bring written reports to the monthly meetings?  □ Y □ N

6. Has your unit forwarded a Quarterly Report to the State, Regional, & National Office? Y/N
   January 15th  □ Y □ N  April 15th  □ Y □ N
   July 15th  □ Y □ N  October 15th  □ Y □ N

7. Are you planning to have representation to all NAACP conferences and conventions?
   o. State Conference ?(Dates vary per State Conferences)  □ Y □ N
   p. Regional Conference?(Dates vary per Region)  □ Y □ N
   q. National Convention?  □ Y □ N

8. Have you paid your unit assessment?  □ Y □ N
   r. State Conference (Varies per State Conference)  □ Y □ N
   s. Regional Conference (Varies per Region)  □ Y □ N
   t. National Convention ($25)  □ Y □ N
   u. Fundraising Assessment (25% of Net Profit payable to National Office)  □ Y □ N