**Community Development**
101 First Street SE
Cedar Rapids, IA 52401

tel 319.286.5428

CEDAR RAPIDS
City of Five Seasons®

# Neighborhood Registration & Update Form

## REGISTRATION & UPDATE FORM NOTES

>> New Neighborhood Associations
- >> Fill out this form in order and contact Kirsty Sanchez at k.sanchez@cedar-rapids.org or 319.286.5428 to begin the recognition process.

>> Existing Neighborhood Associations
- >> Annual updates are required to remain recognized.

>> All Neighborhood Associations
- >> Please provide updates of any changes regarding your boundaries, contact persons, mailing address, and meeting dates so we can better serve you.
- >> Return the filled out form with required supporting documents to the above address or k.sanchez@cedar-rapids.org by April 30th.

## SUBMITTAL CHECKLIST

| Submittal Item | ✓ |
|---|---|
| Completed application | |
| Map of neighborhood boundaries | |
| Meeting minutes from last general election (must be submitted at least every 2 years) | |
| Copy of organization by-laws | |
| 501c3 status *(optional)* | |

## ORGANIZATION INFORMATION

Neighborhood _____

Contact Person _____

Phone Number _____

Email _____

Mailing Address _____

_____

Location and Time of Public Meetings

Location _____

Day & Time _____

Does your neighborhood have 501c3 status?
Yes_____ No_____ In process of obtaining_____

Does your organization publish a newsletter?
If "yes", how often is it published?
Yes_____ No_____
Monthly_____ Quarterly_____ Annually_____ Other_____

When was your last general election?_____

President's Signature_____

Today's Date_____

## BOARD MEMBER INFORMATION (add additional sheet to the form for additional board members if needed)

1. Name _____ Title_____Phone_____Email_____
2. Name _____ Title_____Phone_____Email_____
3. Name _____ Title_____Phone_____Email_____
4. Name _____ Title_____Phone_____Email_____

## NEIGHBORHOOD BOUNDARIES (please attach a map)

North _____ East_____

South_____ West_____

Please list the three (3) most significant issues your neighborhood is dealing with

1._____

2._____

3._____

How does your organization communicate with its membership?

_____

_____

_____