Community/Non-Profit Team Organization Documentation Template

Step 1: Attach Required Documentation

Include a copy of your organization's 501(c)(3) determination letter showing current non-profit status.

Step 2: Complete the Letter Below

Use the example below to create a letter on your organization's official letterhead, fill in the blanks, and have it signed by an organization administrator.

Notes for Coaches

- Submit the letter and the 501(c)(3) documentation together.
- The letter must be on an official organization letterhead and signed.
- Keep a copy for your records.

[Organization Letterhead]

[Date]

To Whom It May Concern,

This letter serves as confirmation that:

Team Name: _____

Team Number: _____

Primary Coach Name: _____

Organization Name: _____

...is officially recognized as part of **[Organization Name]**, a registered 501(c)(3) non-profit organization.

A copy of our 501(c)(3) determination letter is attached as evidence of our non-profit status.

The team is composed of students participating through our community organization, and meets all requirements to be classified as a community-based non-profit team.

If further information is needed, I can be reached at **[Administrator Email]** and **[Administrator Phone Number]**.

Sincerely,

[Administrator's Name]

[Administrator's Title]

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