Community/Non-Profit Team Verification Packet

Step 1: Attach Required Documentation
Please include a copy of your organization's 501(c)(3) determination letter showing non-profit status.

Step 2: Complete the Letter Below
Please use the example below to create a letter on your organization's letterhead, fill in the blanks, and sign.

Notes for Coaches:
- Both the letter and the 501(c)(3) documentation must be submitted together.
- Ensure the letter is on an official organization letterhead and signed before sending.
- 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]