

Inn Name:

Inn No.:

List of Requirements for Inn Year of July 1, 2015–June 30, 2016	Due Date	Designations				Your Inn	
		Bronze	Silver	Gold	Platinum	Assigned to and/or notes	Completed
<b>File with AICF (one time)</b>							
Become a chartered Inn and remain a chartered Inn in good standing	ASAP	X	X	X	X		
Obtain an EIN (federal tax ID) and file with the national office	ASAP	X	X	X	X		
File a Group Tax Exemption Option form with the national office ( <i>opt in or out</i> )	ASAP	X	X	X	X		
E-file copy of the Inn's approved bylaws with the national office	ASAP	X	X	X	X		
Record any law school affiliation(s) with the national office	ASAP	X	X	X	X		
<b>Core Competency 1. Administration</b>							
Comply with IRS tax filing for FY2015:	Nov 15	X	X	X	X		
<ul style="list-style-type: none"> <li><b>Option 1:</b> Inn has gross annual (July 1–June 30) income under \$50,000 and has instructed the national office to file the 990N on its behalf</li> </ul>							
<ul style="list-style-type: none"> <li><b>Option 2:</b> Inn has gross annual (July 1–June 30) income under \$50,000, chooses to self file the 990N with IRS, and send copy to the national office</li> </ul>							
<ul style="list-style-type: none"> <li><b>Option 3:</b> Inn has gross annual (July 1–June 30) income over \$50,000, file 990-EZ and Schedule A with IRS, and send copy to the national office</li> </ul>							
Submit Annual Operating Budget	Nov 30			X	X		
National dues paid in full	Jan 31		X	X	X		
<b>Requirements of IMS or Non-IMS Inns</b>							
<ul style="list-style-type: none"> <li>Inns using the Inn Management System (IMS)                             <ul style="list-style-type: none"> <li>Post meeting dates, locations and program topics (<i>minimum of six required</i>)</li> </ul> </li> </ul>	Oct 1						
<ul style="list-style-type: none"> <li>Maintain current membership roster *</li> </ul>	Ongoing						
<ul style="list-style-type: none"> <li>Update Inn leadership information</li> </ul>	Jun 30						
<ul style="list-style-type: none"> <li>Inns not using Inn Management System (IMS) (<i>submit to national office</i>)                             <ul style="list-style-type: none"> <li>Inn meeting dates, locations and program topics (<i>minimum of six required</i>)</li> </ul> </li> </ul>	Oct 1						
<ul style="list-style-type: none"> <li>Inn membership roster</li> </ul>	Nov 30						
<ul style="list-style-type: none"> <li>Inn leadership information for the next Inn year</li> </ul>	Jun 30						
<b>Core Competency 2. Communications</b>							
New Member Orientation—held prior to first meeting of the Inn year	Nov 30		X	X	X		
Membership Satisfaction Survey	Jun 30				X		
<b>Maintain one of the following items (choose one)</b>							
<ul style="list-style-type: none"> <li>Inn Handbook—in printed or electronic format</li> </ul>	Jun 30		X	X	X		
<ul style="list-style-type: none"> <li>Inn Web site—hosted by national office or other</li> </ul>	Ongoing						
<b>Core Competency 3. Programs</b>							
Document monthly program development process ‡	Jun 30		X	X	X		
Submit programs to the national program library ( <i>Submit on a quarterly basis</i> )	Jun 30			2	4		
<b>Core Competency 4. Mentoring</b>							
Submit an outline of the Inn's formal or informal mentoring efforts to the national office ‡	Jun 30			X*	X		
Submit a description of mentoring evaluation process to the national office ‡	Jun 30			X*	X		
<b>Core Competency 5. Outreach Activities</b>							
Submit a description of the Inn's community outreach program to the national office	Jun 30			X*	X		
<b>Additional Requirements</b>							
Describe how your Inn engages Alumni, Emeritus, and Honorary members ‡	Jun 30			X	X		
Develop and implement an Inn leadership succession plan ‡	Jun 30			X	X		
Describe how your Inn promotes the American Inns of Court Diversity Policy	Jun 30			X	X		
Document participation in and/or hosting of joint Inn meeting	Jun 30				X		
Submit current Inn news to the national office	Ongoing				X		

**Notes:** \* Dues are assessed on number of active members as of June 30

‡ Items need only to be submitted once, unless information has changed. Please provide an end-of-year summary or complete the Recurring Item Confirmation form by June 30

\* The Inn has a choice of doing the Mentoring or Outreach requirement for Gold Level

Detailed explanations of each requirement are available in Achieving Excellence Overview.