SECTION 1: CURRENT ORGANIZATION INFORMATION

ORGANIZATION NAME: ____________________________________________________

Tip Line Number: (_____) ______________________ Administrative Number: (_____) ______________________

Mailing Address: ____________________________________________________________

Website: http://www._______________________________________________________

Email: _____________________________________________________________________

Current Certification Period: _________________________________________________

Current geographic service area (include city(s), county(s), or zip code(s)): ________________________________

Population of current service area: ____________________________________________

SECTION 2: CHANGES TO ORGANIZATION INFORMATION
(If there are no changes, mark as N/A)

Name of New Organization: __________________________________________________

Tip Line Number: (_____) ______________________ Administrative Number: (_____) ______________________

Mailing Address: ____________________________________________________________

Website: ___________________________________________________________________

SECTION 3: TRAINING REQUIREMENTS
(16-hours of Texas Crime Stoppers training must have been completed within the 12 months prior to application for acquisition of new territory or jurisdiction; Executive Director training requirement must be included, if applicable)

BOARD MEMBER NAME: _____________________________________________________

Course(s) Attended: ___________________________________ Course Date(s): ________________

COORDINATOR NAME: ______________________________________________________

Course(s) Attended: ___________________________________ Course Date(s): ________________

EXECUTIVE DIRECTOR NAME: ______________________________________________

Course(s) Attended: ___________________________________ Course Date(s): ________________
SECTION 4: PROPOSED ADDED TERRITORY INFORMATION

Proposed geographic area to be added (include city(s), county(s), or zip code(s)):______________________

Does the proposed additional geographical area share contiguous borders with the certified Crime Stoppers organization?
Yes  No

Population of proposed additional geographic area: _________________________________

SECTION 5: ATTACHMENTS

Y N Accurately filed Probation Fee and Repayment Reports (PFRR) for the previous two years?
(Please contact Texas Crime Stoppers, Office of the Governor at (512) 475-4832 to verify.)

Y N Accurately filed quarterly statistics report?
(Please contact Texas A&M University, Public Policy & Research Institute (PPRI) at (979) 845-8800 to verify.)

Y N Annual bookkeeping review for each of the two previous years. The report must conform to accounting standards as identified in the Business Organization Code and must include a statement of support, revenue, and expenses; a statement of changes in fund balances; a statement of functional expenses; and a balance sheet for each fund. Refer to Section 22.352 of the Business Organization Code.

Y N Copy of meeting minutes which approve the expansion of territory or jurisdiction.

Y N Current Board of Directors list is attached. (Must include the name, phone number(s), mailing address, email address, occupation, and board position of each member of the organization’s board of directors and law enforcement coordinator(s).

Y N Letter(s) of endorsement from the head of law enforcement agency of the added territories or jurisdictions.

Y N Copies of all Memorandums of Understanding between the organization and supporting law enforcement agencies.

N/A Y N Documentation from the Internal Revenue Service (IRS) granting the organization name change.

N/A Y N Secretary of State (SOS) Amended Certificate of Formation.

_________________________________________________  _________________________________
Signature of Chair/President  Signature of Financial Officer/Treasurer

_______________________________________________  _________________________________
Date  Date

_______________________________________________  _________________________________
Email/Phone  Email/Phone

This form, along with all supporting documents may be submitted by mail, email or fax to:

Mail: Texas Crime Stoppers Council, P.O. Box 12428, Austin, TX 78711
Email: txcrimestoppers@gov.texas.gov
Fax: (512) 475-2440