

## Board of Directors Certification

1. How to use navigation: In order to make your viewing experience as easy as possible during the course of this presentation we are providing these navigation instructions. This presentation is formatted for continuous play. If you need to stop the presentation, click on the PAUSE button, on the bottom left of the screen. When you are ready to continue your viewing, click on the PLAY button on the bottom left of the screen. Please keep these instructions in mind as you proceed with this presentation.
  2. Welcome to the Board of Directions Certification form tutorial. This tutorial is for non-profit organizations of all contractor types under the CCFP. In this tutorial, you will learn how to: complete the electronic certification, correctly document all board members using the table, and certify that all board members meet statutory requirements. This form is available in MIPS under "Blank forms. "
  3. This is Page 1 of the Board of Directors Certification Form. The boxes outlined in red denote required fields. All of the information requested in table 1 is required for each board member.
  4. You will begin by completing the authorization # and legal name of your organization. These fields will automatically populate throughout the rest of the form.
  5. The first column on this table is where you will list the position titles for each of your board members. You will note the first row is designated for the board chairman or president. The date of birth is also required for the board chairman or president, but not for the other board members.
  6. In the third column, you will list the mailing address for each board member, followed by their phone number in column four. If any board member's address or phone number is confidential per Florida Statutes, please include alternate contact information for that board member.
  7. The fifth column asks about each board member's financial interest in your organization, and must be answered accordingly for each board member. An employee of the organization or any individual who receives compensation (in any form) or other benefits from the organization is someone who has a financial interest.
- In the last column, please answer Yes or No for each board member to indicate whether he or she is related by blood or marriage to another board member or to an employee of the organization.
8. This is page 2 of the Board of Directors Certification Form. Read the three statements to which you will be certifying by providing your signature. Pay special attention to the board requirements in statement number two. Your board of directors must meet all applicable requirements in order to participate in the CCFP.
  9. To conclude the form, the signature area must be completed and include an original signature. You have the option to submit your own list of board members; however, your list must include all required information for each board member, and you must still complete the back of the CCFP Board of Directors Certification and attach your list to the form.
  10. If you have any questions about the Board of Directors Certification form, you may contact your local program specialist or call a Policy Specialist in Tallahassee at (850)245-4323.

