



COMMUNITY ORGANIZATION REGISTRATION APPLICATION FORM

Please submit the following with the application:

- A map or written description of your organization's boundaries or service area.
- A list of your officers, their addresses and telephone numbers. (Email addresses are optional, but appreciated.)
- A SIGNED copy of the adopted by-laws
- A statement regarding your community organization's area of interest
- A list of your community organization's goals (*Tell us what you hope to accomplish*)
- A list of all annual community events or fun activities
- If your organization is a coalition group, provide a list of your member associations

If any bold items are missing, your application will be incomplete.

PART A: COMMUNITY ORGANIZATION INFORMATION

Name of Community Organization: _____

City Council District(s): _____

Meeting Location: _____

Meeting Date: _____ Meeting Time: _____

Election of Officers (Month): _____ Length of Term: _____

Date the Organization Was Founded: _____

PART B: POINT OF CONTACT INFORMATION

Please print clearly. This information will be used for all correspondence and listed on the City of San Antonio Community Association listing website. Try to find a resident or business that will allow your organization to use their fax machine.

Contact Name: _____

Mailing Address: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Community Organization Website: _____

PART C: COMMUNITY OUTREACH

Does your Community Organization publish a newsletter? Yes No

If yes, please add the Planning & Development Services Department to your newsletter mailing list

Signature _____

Title _____ **Date** _____

PLEASE RETURN YOUR COMPLETED FORM AND ATTACHMENTS TO THE ABOVE ADDRESS