



IDSA Affiliate Membership Checklist for State and Regional Groups



MISSION:

The IDSA State and Regional Societies (SRS) Affiliate program brings local groups together with the national organization to focus on our shared goals and values as organizations dedicated to the ID profession.

1. Complete the [IDSA SRS Questionnaire](#)

- Ensure that all necessary information about your organization is accurately provided in the questionnaire.
- Submit the completed questionnaire to IDSA for review.

2. Prepare and Submit Required Documentation

- **Sign and Submit the [SRS Affiliate Agreement](#):**
 - Review the agreement carefully.
 - Obtain necessary signatures from your organization's authorized representatives.
- **Provide the Following Supporting Documents:**
 - **Articles of Incorporation:**
 - Ensure your Articles of Incorporation are up-to-date and legally compliant.
 - **Determination Letter from the IRS:**
 - Provide a copy of the IRS Determination Letter confirming your organization's tax-exempt status.
 - **Organization Bylaws:**
 - Submit the most current version of your organization's bylaws.

3. Verify Membership Status of Organization Officers and Leaders

- Ensure all officers and leaders of your organization are active members of IDSA.
- **If Membership is Needed:**
 - Direct officers and leaders to the [IDSA Membership page](#) to obtain or renew membership.
 - Confirm that memberships are active and in good standing.

4. Final Submission and Confirmation

- Double-check that all documents and forms have been correctly completed.
- Submit the signed agreement and all documents to IDSA. (mshanks@idsociety.org)
- Await confirmation from IDSA regarding the status of your affiliate membership application.

5. Follow-Up

- Respond promptly to any additional requests or questions from IDSA during the review process.
- Once approved, coordinate with IDSA to formalize the affiliate relationship and engage in further collaboration.

This checklist ensures that your state or regional group can smoothly and efficiently become an Affiliate of IDSA.

