

In order to meet the IRS standard for tax exempt status, Feeding America West Michigan must receive a **14 point letter signed by the pastor, priest, rabbi, imam or religious leader on the organization's letterhead (or church name, address, phone number).**

Your organization should address each point on this worksheet indicating if it is relevant or not. Feel free to include printed copies of documentation that you feel would benefit our understanding of your organization (e.g. program, bulletin, certificates, etc).

1. Is your organization associated with any other religious organization or denomination? Yes/ No  
If yes, please specify

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2. Location/address of worship services

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3. Our worship services are held on day/time

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4. We offer education to youth by

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5. Our creed and form of worship can be described as (include copy of bulletin if available)

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6. A formal code of doctrine and discipline (prayer, baptism, sacraments). Our doctrine includes:

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7. A definite and distinct ecclesiastical government. Our organizational governance/structure consists of: \_\_\_\_\_

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8. If your religious organization does not ordain leaders, please indicate this in the letter. Otherwise, specify where/how religious leader(s) are ordained:

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and can be verified by (organization or person) \_\_\_\_\_

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9. Briefly describe the historical background of religion.

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10. Our religious leader(s) completed the follow educational studies.

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11. We use the following religious texts (list additional texts including main religious text)

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12. Who regularly attends worship (geographic, cultural or other)?

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13. The following institutions provide continuing education for our religious leader(s)

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14. When was your organization established (e.g. incorporation date)? List charter members and any other information giving a distinct "legal existence" for your organization:

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Transcribe the information from this form into a letter. The letter must be presented on letterhead from your organization and it must be signed by your organization's leadership. Mail to:

Feeding America West Michigan  
Attn: Agency Relations  
864 West River Center Dr  
Comstock Park MI 49321