



THE CITY OF NEW YORK MANHATTAN COMMUNITY BOARD 3

59 East 4th Street - New York, NY 10003

Phone (212) 533-5300

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Alysha Lewis-Coleman, Board Chair

Susan Stetzer, District Manager

COMMUNITY GROUP SUBMISSION FORM

Community Board 3 maintains an online directory of organizations in Community District 3 as a general resource for the Board and community. This online directory may be referenced by, among others:

- corporations that may wish to provide in-kind or cash support to organizations impacted by the business activities, or operations.

If you would like your organization to be included in the CB 3 online directory, please provide the following information to the best of your ability. Note that items 1 - 9 will be prominently displayed on the CB 3 website, and that the entire form will be publicly available. Please mail, fax or email completed form to Community Board 3 and attach an additional sheet if needed.

ANSWERS TO QUESTIONS 1 - 9 WILL BE PROMINENTLY DISPLAYED ON THE CB3 WEBSITE:

1. Organization Name _____

Address _____

City _____ State _____ Zip _____

Telephone number _____

Email address _____

Website _____
2. Primary Contact

Name and Title _____

Mailing Address _____

Phone Number _____

Email Address _____
3. Secondary Contact

Name and Title _____

Mailing Address _____

Phone Number _____

Email Address _____

4. This organization is a (select all that apply):

- Merchant / Business Association
- School
- Advocacy Group
- Other _____
- Non-Profit organization
- Faith based organization

5. Mission / purpose of organization: _____

6. What are your organization's activities / primary functions? _____

7. Who are your organization's constituents / members / clients.

Description _____

8. What boundaries / geographic areas in Community District 3 does your organization cover / serve? (e.g., 6th Street between 1st Avenue and 2nd Avenue) _____

9. Current areas of concern (select all that apply):

- Small Business / Retail Diversity
- Development, Land Use and Housing
- Block Improvement and Streetscape
- Parks/Open Space
- Preservation
- Transportation
- Community Emergency Response and Preparedness
- Seniors
- Health and Human Services
- Youth and Education
- Other: _____

QUESTIONS 10 - 14 ARE OPTIONAL. ALL ANSWERS WILL BE PUBLICLY AVAILABLE.

10. Annual budget _____

11. Staff, volunteers, members

of paid full time staff _____

of paid part-time staff _____

of volunteers _____

of members _____

12. Is there a governing body (e.g. Board and Officers)? Yes No

13. How is the leadership determined?

Elections

Volunteer

Other (please describe) _____

14. Is your organization a membership organization? Yes No

If yes

What are the qualifications or criteria for membership, if any? _____

How often does the organization meet? _____

How do you notify people of meetings (i.e. outreach strategy)? _____

Print Name of authorized representative _____

Title _____

Signature _____ Date _____