



**AFTERSCHOOL EXTERNAL ORGANIZATION PROFILE**

**INSTRUCTIONS**

Complete and submit this form along with a copy of the organization’s certificate of incorporation or a similar document that clearly establishes the organization’s nonprofit status.

School districts should not complete this form. The Missouri Department of Elementary and Secondary Education (DESE) encourages school districts to share this form with partners and other external organizations that work with youths during afterschool programs.

Organizations that satisfy the record of success and submission requirements will be included on a list of external program providers on the DESE Afterschool website and/or the DESE Afterschool portal.

Additional guidance, disclaimers, and submission information can be found online at: [How to Apply](https://dese.mo.gov/media/pdf/how-apply) (https://dese.mo.gov/media/pdf/how-apply)

Email the completed form to the Office of Childhood/Afterschool Program at [Afterschool@dese.mo.gov](mailto:Afterschool@dese.mo.gov).

If you have any questions, please contact the Office of Childhood/Afterschool Program at 573-526-9761 or [Afterschool@dese.mo.gov](mailto:Afterschool@dese.mo.gov).

ORGANIZATION NAME (AS IT WILL BE LISTED ON THE PROVIDER LIST)	ORGANIZATION NAME (AS FILED WITH THE MISSOURI SECRETARY OF STATE)
CONTACT NAME	STREET ADDRESS
CITY, STATE AND ZIP	COUNTY
PHONE NUMBER	EMAIL

**ORGANIZATION INFORMATION**

WEBSITE	
MISSION STATEMENT (IF AVAILABLE)	NUMBER OF YEARS THIS ORGANIZATION HAS BEEN OPERATING OR DELIVERING SERVICES TO AFTERSCHOOL PROGRAMS

DESCRIPTION OF THE ORGANIZATION’S SERVICES

**FOR DESE OFFICE USE ONLY**

Check all criteria met by the applicant:

- Nonprofit organization in good standing with Missouri Secretary of State
- Minimum two years’ experience operating or delivering services to afterschool programs
- Application includes a certificate of incorporation or similar document proving nonprofit status

COMMENTS (IF APPLICABLE)

APPROVED BY	DATE
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