

## Instructions

Follow the guidelines below to ensure a smooth termination of your chapter status with CBE International. Check or “X” each box next to the step when completed. Write “N/A” if the step does not apply to your chapter. Then, check or X the two agreements below before signing and returning to CBE at [chapters@cbeinternational.org](mailto:chapters@cbeinternational.org).

CBE International reserves the right to enforce our confidentiality policy and legal right of governance to the fullest extent of the law.

---

### Chapter Name

### Date of Termination

- \_\_\_\_\_ The chapter has removed all chapter platforms including websites, social media and other online platforms from the internet, or has removed all CBE International and chapter branding, including CBE or the chapter’s name and/ or logo, from those same platforms. Printed materials, products, or other resources bearing CBE chapter branding have been destroyed or returned to CBE International.
- \_\_\_\_\_ The chapter has discontinued use of the chapter’s Federal Employer Identification Number (FEIN) if applicable. The chapter has closed and/or terminated all state and/or local taxpayer identification numbers and accounts.
- \_\_\_\_\_ The chapter has forwarded to CBE International all assets owned by the chapter as of the Date of Termination (including cash balances in checking, savings, investment accounts, etc.).
- \_\_\_\_\_ The chapter has provided CBE International with final bank statement(s) showing all chapter bank investment account(s) have been closed with remaining funds returned to CBE International
- \_\_\_\_\_ The chapter has provided CBE International with a final annual report form ([Appendix F](#)) listing steering committee members as of the Date of Termination.
- \_\_\_\_\_ The chapter has provided CBE International with a completed meeting report form ([Appendix G](#)) for each meeting held by the chapter through the chapter termination date.
- \_\_\_\_\_ The chapter has provided CBE International with a final membership list ([Appendix K](#)). In addition, the chapter has provided CBE International with the chapter’s final mailing/contact lists, if any.
- \_\_\_\_\_ The chapter has provided CBE International with a final donation report form, expense report form, and financial report form ([Appendix L](#)) as of the Date of Termination.

### Agreement:

\_\_\_\_\_ We understand that we will no longer be under CBE's 501(c)(3) umbrella and will need to incorporate as a new entity if we wish to apply for our own, separate nonprofit recognition.

\_\_\_\_\_ We understand that we will no longer be able to use the chapter name in any future branding, publications, websites, etc. Any future entity will no longer be able to list "CBE", "CBE International" or "Christians for Biblical Equality" as a parent, sponsor, or national organization connected to the new entity. Any products, supplies or other inventory provided to the chapter, using CBE's name or branding may be distributed, however, items bearing the name, contact information or other details for the terminated chapter must be destroyed or returned to CBE.

---

Chapter President/Coordinator Signature

Date

---

Chapter Treasurer Signature

Date

---

Steering Committee Member Signature

Date

---

Steering Committee Member Signature

Date

---

Steering Committee Member Signature

Date