



MIKE BEEBE
GOVERNOR

STATE OF ARKANSAS
DEPARTMENT OF EMERGENCY MANAGEMENT



DAVID MAXWELL
DIRECTOR

Eligibility Application Requirements

Service Educational Activities (SEA's)

Please note that it is the responsibility of the applying organization to provide all applicable and necessary documentation for review by the Division of Federal Surplus Property (DFSP). DFSP may require additional information other than what is listed on a case by case scenario. Failure to submit all required documentation will result in delay of approval. If the applying organization has any questions concerning the required documentation or the application process please feel free to call our offices at 501.835.3111. *Please see page 2-3 for a list of qualifying SEA's.

1. Standard Eligibility Application packet with all requested information properly completed and signed by the Director/President/Equivalent. (7 pages total)
2. Narrative on Official Letterhead includes the following information:
 - # of employees (full time, part time, volunteers)
 - # of participants
 - Hours of Operation
 - Details about what the organization does
 - Background about when the organization was created
 - Sources of Funding
 - Special events
 - Any other information you wish to provide
 - Sign at the bottom
3. Charter or Certificate Showing Affiliation with National Organization
4. Copy of Articles of Incorporation
5. Copy of Latest Prepared Financial Statement

Applications, by regulation, are required to be renewed every three (3) years and when a new authorizing official comes into office. Please retain a copy for your records.

Applications may be submitted to DFSP via e-mail, fax, or mail.

Kathryn Mahan-Hooten
Compliance Branch Manager
kathryn.mahan@adem.arkansas.gov

Brian Jones
Lead Compliance Officer
brian.jones@adem.arkansas.gov

SEA NATIONAL OFFICES

American National Red Cross
17th and D Streets NW
Washington, DC 20006

Armed Services YMCA of the USA
6225 Brandon Avenue, Suite 215
Springfield, VA 22150-2510

Big Brothers/Big Sisters of America
230 North 13th Street
Philadelphia, PA 19107

Boys and Girls Clubs of America
771 First Avenue
New York, NY 10017

Boy Scouts of America
1325 Walnut Hill Lane
Irving, TX 75038-3096

Camp Fire, Inc.
4601 Madison Avenue
Kansas City, MO 64112-1278

The Center for Excellence
In Education
7710 Old Springhouse Road
McLean, VA 22102

Girl Scouts of the United States of America
420 5th Avenue
New York, NY 10018-2702

Little League Baseball, Inc.
Williamsport, PA 17701

National Association for Equal Opportunity
In Higher Education
2243 Wisconsin Avenue NW
Washington, DC 20007

National Ski Patrol System, Inc.
133 South Van Gordon Street, Suite 100
Lakewood, CO 80228

U.S. Naval Sea Cadet Corps
2300 Wilson Boulevard
Arlington, VA 22201

United Service Organizations, Inc.
601 Indiana Avenue
Washington, DC 20004

National Civilian Community Corps
1100 Vermont Avenue, NW
Washington, DC 20525

United States Olympic Committee
1 Olympic Plaza
Colorado Springs, CO 80909-5760

National Director
Young Marines of the Marine Corps
P.O. Box 70735, Southwest Station
Washington, DC 20024-0735

American Cadet Alliance, Inc.
Commandant of the Marine Cadet Corps
Headquarters Marine Cadet Corps (COS-1)
Post Office Box 90
Fort Monmouth, NJ 07703-0090

DoD 4160.21-M

President--Board of Directors
Marine Cadets of America
USN &MC Reserve Center
Fort Nathan Hale Park
New Haven, CT 06512-3694

Corporation for the Promotion
of Rifle Practice and Firearms Safety
6551 **Loisdale** Court
Suite 714
Springfield, VA 22150