

**NOTE: THIS IS A SAMPLE DOCUMENT ONLY. PLEASE FOLLOW THIS FORMAT AND THE INSTRUCTIONS IN PARENTHESES ( ) WHEN DRAFTING YOUR OWN PETITION. PLEASE BE SURE TO HAVE THE NOTARY PUBLIC INCLUDE A COMPLETE ACKNOWLEDGMENT OF THE SIGNATURES ON THE PETITION, INCLUDING AN ACKNOWLEDGMENT STATEMENT SUCH AS THAT ON PAGE 2 AND HIS/HER STAMP AND SIGNATURE. IF THE SIGNATURES ARE ACKNOWLEDGED SEPARATELY, EACH ACKNOWLEDGMENT MUST INCLUDE THE STATEMENT, STAMP AND SIGNATURE.**

**S A M P L E**

**PETITION FOR EXTENSION OF PROVISIONAL CHARTER**

TO THE REGENTS OF THE UNIVERSITY OF THE STATE OF NEW YORK

We the undersigned, being the president and secretary (*NOTE: although it is usually the president and secretary, any two officers are acceptable*) of \_\_\_\_\_ do hereby apply to the Regents of the University of the State of New York for an extension of the provisional charter of such education corporation, and do make, sign and acknowledge the following statements:

1. The name of the corporation is \_\_\_\_\_.
2. A provisional charter was granted to this corporation on \_\_\_\_\_ which provisional charter was (*give charter history with regard to any amendments or previous extensions; if none, please indicate*).

IN WITNESS WHEREOF, we have made, signed and acknowledged this application on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

*Signature of officer*  
*Typed name/Board President*

Signature of officer  
Typed name/Secretary, Board of Trustees

STATE OF NEW YORK)

ss:

COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_ before me personally came (*insert names of officers*), to me known to be the persons described in and who executed the foregoing application, and they severally duly acknowledged to me that they executed the same.

(*Typed name, stamp and signature of notary public*)

**S A M P L E**

**RESOLUTION OF A SPECIAL MEETING OF THE BOARD OF TRUSTEES OF**

We the undersigned, being the president and secretary (*NOTE: although it is usually the president and secretary, any two officers are acceptable*) of \_\_\_\_\_, a corporation organized and existing pursuant to a provisional charter granted by the Regents of the University of the State of New York, hereby certify that the following is a true and complete copy of a resolution duly adopted at a meeting of the trustees by the affirmative vote of a majority of the whole number on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_, and that such resolution remains in full force and effect.

RESOLVED: That the board of trustees of \_\_\_\_\_ hereby requests that the Board of Regents of the University of the State of New York extend the provisional charter of \_\_\_\_\_ which was granted on \_\_\_\_\_; and be it further

RESOLVED: That the President and Secretary (*or whichever two officers executed the petition*) of the corporation, on behalf of the board of trustees be and they hereby are authorized to execute a petition to be addressed "To the Regents of the University of the State of New York" for such purpose.

IN WITNESS WHEREOF, we have made, signed and acknowledged this application on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

*Signature of officer*  
*Typed name/Board President*

Signature of officer  
*Typed name/Secretary, Board of Trustees*

STATE OF NEW YORK)

ss:

COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_ before me personally came (*insert names of officers*),  
to me known to be the persons described in and who executed the foregoing application,  
and they severally duly acknowledged to me that they executed the same.

*(Typed name, stamp and signature of notary public)*