



STANDARDS FOR EXCELLENCE

Application Package and Checklist

The application package and checklist for the Standards for Excellence voluntary certification program consists of this form and attachments that the organization will supply and label according to these instructions. OANO may request additional documentation or information for clarification purposes.

Please read the Standards for Excellence and this application package thoroughly before beginning the application process. For questions and concerns, please call Marcy Williams at 614-280-0233 / 888-480-6266.

Name of organization: Prevent Blindness, Ohio Affiliate

(Is the organization known by other names or acronyms? Prevent Blindness Ohio, National Society to Prevent Blindness, PBO)

Address: 1500 West Third Avenue, Suite 200, Columbus, Ohio 43212

Phone: 614-464-2020 Fax: 614-481-9670

E-mail address: info@pbohio.org Website address: www.pbohio.org

Number of paid staff (please provide the approximate number of full-time equivalents): 15

Number of volunteers (not including board members): 4000

Total expenditures (last fiscal year completed): \$1,683,435

Organization's fiscal year runs from 4/1 to 3/31

Name of individuals primarily responsible for assembling this application package and checklist:

Sherill K. Williams, President & CEO

Kate Quinn, Director of Administrative Services

Certification Statement

We certify that the information provided in this Standards for Excellence Application Package and Checklist is true and correct, policies outlined are followed, and all licenses, permits, insurance, and governmental approval necessary for operations have been obtained.

Chair of Board

Michael D'Ippolito

Signature

Michael D'Ippolito

Print name

Nationwide Insurance, 215 N. Front St., Columbus, OH 43215

Address

614-348-0751

Phone

Chief Professional Officer

Sherill K. Williams

Signature

Sherill K. Williams, CEO

Print name

Prevent Blindness, Ohio Affiliate, 1500 W. 3rd Ave., Ste. 200, Columbus, OH 43212

Address

614-464-2020, x 102

Phone

OANO encourages organizations to contact the association for assistance in implementing the policies and practices described in the Standards. Training programs and extensive written educational materials are available. Our intent is that every applicant will ultimately be successful in achieving compliance with the Standards for Excellence.

Application Instructions

1. Read the Standards for Excellence.
 2. Read and complete the application package and checklist and assemble requested documents.
 3. Send 3 copies of the completed application package on USB Flashdrive, requested attachments, and application fee to OANO. The application fee is based on an organization's annual operating budget and ranges from \$500 to \$2500. The application fee is non-refundable.
- We recommend that organizations interested in participating in this program appoint a Standards for Excellence committee or task force made up of board members and key staff to work together in assembling this comprehensive application.
 - Applicants are invited to use this application and the accompanying documents to illustrate the organization's implementation of the 58 standards. If one or more of the standards is not appropriate for the organization, please write "n/a" in the space provided on the application package checklist and provide a detailed explanation of the special circumstances that preclude the applicant from implementing the standard.
 - All attachments should be coded with numbers provided in these instructions. Attachment codes are indicated in the left hand column of the application. Applicants may prefer to provide page numbers on all pages of attachments to organize application materials.
 - If an attachment is submitted to satisfy more than one standard, provide one copy of the document with all applicable attachment codes clearly indicated.
 - For questions that request a narrative answer, please keep responses to one page or less. (with the exception of the program evaluation section which may require longer responses).
 - To speed the application and peer review process, carefully check to be sure all attachments are enclosed. See last page of application package for a complete list of requested attachments.



Application Review Process

Once an application package is received, Ohio Association of Nonprofit Organizations (OANO) staff will conduct an initial review of the materials. At that point, staff will contact the applicant organization if additional information or clarification is needed via phone, letter, e-mail and/or in-person consultation. Completed application packages will be forwarded to a team of trained peer reviewers. The team will thoroughly review the application package and make a recommendation to the Standards for Excellence Advisory Committee. At this time, staff may request an in-person consultation to discuss clarification or additional information needed as a result of the peer review team meeting. The Advisory Committee makes the final recommendation to accept an organization's application. Applicants may request reconsideration by the Advisory Committee or the OANO Board of Directors if not satisfied with the initial decision.

- Every effort will be made to avoid conflicts of interest in the peer review process. Peer reviewers will be required to disclose their interests and organizational involvements in an annual disclosure form. Applicants will be given the opportunity to identify peer reviewers who may have a conflict of interest.
- Peer reviewers and staff will adhere to a strict policy to safeguard the confidentiality of all aspects of the application submitted and applicant organization. The identity of peer reviewers evaluating specific applications will remain anonymous to the public and applicant organizations.
- Applicants should keep a copy of the completed application and accompanying materials for future reference.

Standards for Excellence Program

- Materials submitted will not be subject to public inspection and will be viewed only by OANO staff and individuals involved in the peer review process—unless permission is granted by the applicant organization to allow others to view documents.
- Only organizations that have successfully completed the certification process will be publicly announced.
- The Standards for Excellence logo will be awarded for three years based on licensing guidelines governing the seal.

This application requests many different policies and written descriptions of organizational procedures and practices. Some policies requested must be approved by the board of directors. For board-approved policies, the date of board approval is requested. Other policies requested may be management or operational policies. For these policies, applicants should note that policies have been implemented or enacted in the organization and provide documentation.



I. MISSION AND PROGRAM

A. Mission, B. Organizational Evaluation

- I-a X Attach the organization's written mission statement. (Standard IA1)
 • When did the board of directors most recently review the organization's mission statement?
 08 / 20 / 15 (Standard IB1)
- I-b X Describe the organization's current activities, indicating how activities are consistent with the organization's mission statement. (Standard IA1)
- I-c X Describe the organization's planning process, indicating who is involved by role/position. Attach a strategic plan or similar documentation which came out of this process. (Standard IB2)
- I-d X Describe the specific review of the organization's infrastructure and internal systems (including technology) that was a part of this planning process. If you have attached a strategic plan, indicate the particular sections by page and title that address infrastructure. (Standard IB3)

C. Program Evaluation

- I-e X Attach a list of the organization's programs. Indicate the percentage of total organizational effort that is expended on each program listed. (organizational effort is defined by the organization itself based on any combination of time, funds, and/or other resources) (Standard IC1, IC2)
 Note to applicant: Please provide a brief description of how you define organizational effort.
- I-f X Describe how each of the organization's programs are evaluated. For each program, specifically address what information is collected (qualitative and quantitative), how you measure outcomes in relation to costs (programmatic efficiency), and how you evaluate outcomes for program participants (programmatic effectiveness). Describe how the evaluation methods used are cost effective and/or appropriate for your organization.

 Describe how your evaluation system is used to strengthen and improve your organization and to assess whether you are making progress toward achieving your mission. (Standard IC1, IC2)

 Applicants are encouraged to attach any evaluation tools (reports, questionnaires, templates) that provide further evidence of the organization's program evaluation efforts. (Please use discretion with the number of pages submitted.) (Standard IC1, IC2)

D. Program Service

- I-g X For organizations serving individuals and/or families, attach a copy of the organization's policies regarding program participants and treatment of participants' confidential information. (Standard ID1)
- I-h X Describe how the organization measures the satisfaction of program participants. (Standard ID1)
- I-i X Attach a copy of the organization's grievance procedure to address complaints from program participants. (Standard ID1)



II. GOVERNING BODY

A. Board Responsibilities

- II-a X Attach copies of board minutes from the last 12 months. (Standard IIC5)
- Has the board delegated decision making authority to a committee in any specific subject areas? Yes No If so, what areas? Executive Committee, Budget & Finance - Refer to Ila Overview Page
- II-b X Attach copies of committee minutes for committees which have been delegated decision making authority by the board in areas that otherwise would be a board responsibility (for the last 12 months). (Standards IIA, IIC)
- Indicate date and page of board minutes reflecting the following:
- Board's approval of the organization's most recent budget. 1 / 29 / 15; page 3 (Standard IIA3)
 - Board's most recent annual review of the percent of expenditures spent on program, administration, and fundraising. (Many organizations conduct this review while discussing the organization's annual Form 990 or budget.)
 08 / 20 / 15 ; page 2 (Standard IIA3)
 - Board's most recent evaluation of the executive director. 08 / 20 / 15 ; page 4 (Standard IIA4)
 - Board's most recent approval of executive director's salary. 08 / 20 / 15 ; page 4 (Standard IIA4)
 - Who is responsible for the board minutes? Director of Admin Svcs/Board Secretary (Standard IIC5)
 - Where are the board minutes kept? PBO Office (Standard IIC5)
- Are minutes distributed to board and committee members? Yes No (Standard IIC5)
- II-c X Explain how the board of directors engages in ongoing planning activities. (Standard IIA1)
- II-d Attach the organization's most recently approved budget. (Standard IIA3)
- II-e X If the board hired an executive director in the last year, describe the process.
- Please indicate date (year) current executive director was hired. 1986 (Standard IIA4)
- II-f X Describe how the board reviews the organization's overall salary structure (i.e., assessing staff salaries: (1) vertically-comparing the lowest paid to the highest paid; (2) horizontally-comparing similar positions in the organization and industry; and (3) generally relative to the economy). If an organizational chart may help illustrate your review, please attach. Please provide the date of the last review.
 02 / 11 / 15 (Standard IIA5)

Please Note: Personnel policies and financial policies covered in Standard IIA2 are requested in Section IV-Human Resources and Section V-Financial and Legal.



B. Board Composition

- II-g X Attach a list of current board members with the following information for each member: name, address, principal employer, occupation, and the date each board member's term expires. Clearly mark the board officers and any employees who serve on the board. (Standard IIB1, IIB3)
- Are any board members related by blood or marriage? Yes No
If so, please explain. (Standard IIB3)
- Are any board members related to staff members by blood or marriage? Yes No
If so, please explain. (Standard IIB3)
- II-h X If any employees serve as voting members of the board, please describe the circumstances that ensure that the employee(s) will not be in a position to exercise undue influence. (Standard IIB2)
- II-i X Describe the process used to ensure adequate board development, rotation of officers and membership, and succession planning. (Standard IIB5)
- II-j X Please provide an explanation of how your board reflects the diversity of the community by addressing the following: (1) Define the community and address its diversity. (2) Assess the board's diversity in relation to the community. Applicants are asked to provide board composition in terms of gender and race. Applicants are also asked to provide board composition broken down by other social and/or demographic characteristics relevant to the organization such as: occupation, age, geographic area, income status, or program participant status. (3) If your organization's board does not reflect the diversity of the community, please describe the steps you are taking to achieve this diversity or why it is not applicable to your mission. (Standard IIB6)
- II-k X Do board members receive compensation for serving as board members (other than reimbursement for out-of-pocket expenses directly related to their board service)? Yes No
If so, provide details of compensation arrangement. (Standard IIB7)

C. Conduct of the Board

- II-l X Describe the process by which the organization selects new board members. (Attachment may be bylaws, minutes from a nominating committee meeting, or other document.) (Standard IIC1)
- II-m X Describe the organization's new board member orientation and education efforts. (Standard IIC1)
- Have all board members received a copy of the Standards for Excellence as part of the orientation process? (Standard IIA6) Yes No
- II-n X Describe the process the board uses to evaluate its own performance. Please provide any questionnaires, forms, or surveys which may illustrate your board evaluation procedure. (Standard IIC1)
- II-o X Attach a copy of the organization's bylaws. Indicate page numbers for the following:
- Term of service for board members defined—page 2 (Standard IIB4)
 - Frequency of meetings—page 5 (Standard IIC3)
 - Attendance for board members—page 5 (Standard IIC4)
 - Participation for board members—page 5 (Standard IIC4)
 - Consequences for noncompliance with board policies—page 3 (Standard IIC4)
 - Circumstances under which committee acts on behalf of board—page 6 (Standard IIC5)
- II-p X Provide any documents that outline expectations for board members. (Standard IIC2)



III. CONFLICT OF INTEREST

A. Conflict-of-Interest Policy

III-a X Attach a copy of the organization's conflict-of-interest policy which covers board and staff and volunteers with significant independent decision making authority and identifies conduct or transactions that raise concerns, outlines procedures for disclosure of actual and potential conflicts and provides for transaction review by uninvolved members of the board. (Standard IIIA1)

B. Conflict-of-Interest Statements

III-b X Attach a copy of the conflict-of-interest statements that board members, staff, and volunteers with significant independent decision making authority must complete which provides space for disclosure of financial interest. (Standard IIIB1)

III-c X Describe how conflict-of-interest statements are used in the organization, including who must complete, how often, and what is done with the completed statements. (Standard IIIB1)

IV. HUMAN RESOURCES

A. Personnel Policies

IV-a X Attach a copy of the organization's personnel policies. (Standards IVA1, IIA2)
 • Indicate the date these personnel policies were reviewed and approved by the board of directors.
 10/23/14

• Indicate pages in personnel policies that address the following topics (Standard IVA1, IVB1):

		Employee	Volunteer
• working conditions	page	<u> 5, 23 </u>	<u> n/a </u>
• employee benefits	page	<u> 16-22 </u>	<u> n/a </u>
• vacation	page	<u> 12 </u>	<u> n/a </u>
• sick leave	page	<u> 13 </u>	<u> n/a </u>
• employee evaluation	page	<u> 8 </u>	<u> See II-n </u>
• grievance procedures	page	<u> 5-6 </u>	<u> See I-i </u>
• confidentiality of employee, client and organization records and information	page	<u> 29-30 </u>	<u> 29-30 </u>
• growth and development	page	<u> 16 </u>	<u> See II-i </u>

IV-b X Attach a copy of policies or procedures covering the following. Indicate pages in policies or procedures that address the following topics (Standard IVA2):

		Employee	Volunteer
• initial assessment and screening	page	<u> 5, 7-8 </u>	<u> See II-l or II-m </u>
• assignment to and training for appropriate work responsibilities	page	<u> 7 </u>	<u> See II-i </u>
• ongoing supervision and evaluation	page	<u> 8 </u>	<u> See II-n </u>
• opportunities for advancement	page	<u> 7 </u>	<u> See II-i </u>



B. Employee Performance Evaluation

- IV-c X Describe organization's method for regular evaluation of employees. (If performance evaluations are addressed in personnel policies or other requested documents, label document IV-c and indicate page 8.) Applicants are encouraged to attach forms or questionnaires used in annual employee evaluation. (Standard IVB1)

C. Employee Orientation

- IV-d X Describe organization's orientation for new employees. Describe how the orientation provides that employees acknowledge the receipt of the organization's personnel policies and the Standards for Excellence in writing. (If employee orientation is addressed in personnel policies or other requested documents, mark document IV-d and indicate page See IV-d). (Standard IVC1)
- IV-e X Attach three sample position descriptions for 1) an exempt employee; 2) a non-exempt employee; 3) a volunteer.

V. FINANCIAL AND LEGAL**A. Financial Accountability**

The organization's most recent annual budget was requested in the Governing Board section. (Standard IIA3, VA1)

- V-a X Attach a copy of the organization's most recent Form 990 Internal Revenue Service filing, if applicable; if revenues are under \$25,000 per year, attach the most recent filing of the organization's State of Ohio Charitable Organizations Act Annual Financial Report.
- V-b X If the organization has annual revenue in excess of \$300,000, provide a copy of the organization's most recent audit (including management letter, if any) conducted by a Certified Public Accountant. (Standard VA3)
- V-c X Attach the four most recent internal financial statements or reports. Explain how material variation between actual and budgeted expenditures and revenues is reported to the board. Include document(s) which reflect that this reporting takes place. (Standard VA4)
- V-d X Describe how the organization provides employees with a confidential means to report known or suspected financial improprieties or misuse of organization funds. (If this is included in the employee handbook or personnel policies, label document V-d and indicate page See V-d.) (Standard VA5)
- V-e X Attach board-approved financial policies. Indicate pages on which the following board approved topics are addressed: (Standard VA6)
- investment of organization's assets—page See V-e, PBO Investment Policy
 - internal control procedures—page See V-d, Bylaws, page 21
 - purchasing practices—page See V-d, Accounting Manual, pages 7-8
 - unrestricted current net assets—page See V-d, Investment Policy, Pages 1-6
- (If financial policies are addressed in bylaws or other requested documents, mark document V-e and indicate page See V-d) Bylaws, Page 21

B. Legal Compliance and Accountability

- V-f X Describe how the organization monitors changes in legal and regulatory requirements. (Standard



VB1)

V-g X Does the organization have general liability insurance? Yes No (Standard VB2)

If so, provide a copy of the declaration page.

V-h X Does the organization have directors and officers liability insurance? Yes No (Standard VB2)

If so, provide a copy of the declaration page.

If the organization does not have general liability or directors and officers liability insurance, provide a copy of board minutes indicating that the board specifically considered and elected not to obtain such coverage.

V-i X Describe how the organization internally reviews its compliance with existing legal, regulatory, and financial requirements. (Standard VB3)

VI. PUBLIC ACCOUNTABILITY

A. Annual Report

VI-a X Attach a copy of the most recent annual report available to the public. (Standard VIA1)
(If organization does not produce a single annual report document, attach documents which are available for public inspection and which satisfy the Standards for an annual report: mission and program activities, basic financial data, names of board members and management staff.)

B. Public Access

VI-b X Describe the procedures the organization has in place for allowing members of the general public to provide input to the organization. (Standard VIB1)
• List the individual in the organization who is responsible for assuring that the organization complies with the letter and the spirit of state and federal disclosure laws. (Standard VIB2)

Name Sherill K. Williams

Title CEO

VII. FUNDRAISING

A. Fundraising Activities

VII-a For the last five years, provide the total amount of charitable contributions raised from fundraising activities and the total amount of funds spent on fundraising. (Standard VIIA1) Please include regular fundraising as opposed to fundraising in capital campaigns.

Year (Period)	Total Raised from Fundraising	Total Spent on Fundraising	Ratio
<u>14-15</u>	<u>\$1,683,434</u>	<u>\$150,346</u>	<u>9%</u>
<u>13-14</u>	<u>\$1,637,043</u>	<u>\$136,865</u>	<u>7%</u>
<u>12-13</u>	<u>\$1,617,086</u>	<u>\$150,063</u>	<u>9%</u>
<u>11-12</u>	<u>\$1,733,273</u>	<u>\$142,558</u>	<u>9%</u>



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10-11

\$1,586,789

\$145,017

8.7%

If the amount raised from fundraising activities is not at least three times as large as the amount of money spent on fundraising over a five year period, either demonstrate that the organization is making steady progress toward achieving this goal or justify why a 3:1 ratio is not appropriate for the organization. (Standard VIIA1)

The requested fundraising attachments will be judged for compliance with the fundraising section of the Standards for Excellence, the Ohio Charitable Organizations Act (Chapter 1716 Ohio Revised Code), and the Internal Revenue Service disclosure requirements.

- VII-b Attach copies of the organization's last three solicitation materials.
(e.g., fundraising letters, grant applications, scripts developed for paid solicitors or volunteers)
(Standards VIIA2, VIIA3)
- VII-c Attach copies of four fundraising receipts or acknowledgments provided for the following types of gifts: (1) charitable gifts under \$250; (2) charitable gifts over \$250; (3) charitable gifts given in which the donor receives something in return for his/her contribution; and (4) in-kind charitable gifts.
- VII-d Attach one copy of a pledge card or response device issued by the organization in fundraising activities.
- VII-e Describe practices and/or procedures of the organization that serve to assure that the organization honors the known intentions of the donors. (Standard VIIA4)

B. Donor Relationships and Privacy

- VII-f Provide copies of the organization's fundraising policies or describe the organization's fundraising procedures that address the following topics (policies may be management policies rather than board-approved policies):
- privacy of donors (Standard VIIB1)
 - confidentiality of information donors reasonably would expect to be private (Standard VIIB1)
 - provision for donors to state that they prefer to remain anonymous and that their name, the amount of their gift, or other information not be publicly released (Standard VIIB2)
 - provision for donors to have their names removed from any mailing lists other than the organization's (Standard VIIB3)
 - honor requests by a donor to curtail repeated mailings or telephone solicitations generated from in-house lists (Standard VIIB4)
 - insure that personal solicitations are free from undue influence or excessive pressure, and are respectful of the needs and interests of the donor or potential donor (Standard VIIB5)
- (If found in bylaws or other requested document, label document VII-f.)

C. Acceptance of Gifts

- VII-g Attach a copy of the organization's board-approved fundraising policy governing acceptance of gifts which includes: procedures that determine limits on individuals or entities from which the organization will accept a gift, purposes for which donations will be accepted, type of property accepted, and whether to accept an unusual or unanticipated gift in light of mission and organizational capacity. (Standard VIIC1)



D. Employment of Fundraising Personnel

- Are the organization's fundraising personnel, either employees or independent consultants, compensated based on a percentage of the amount raised or other commission formula? Yes No (Standard VIID1)
- VII-h X If you have employed fundraising consultants or professional solicitors in the past 12 months, please provide their names and a description of the services rendered (with the exception of grantwriters who are not required to register as a counsel or solicitor). (Standard VIID2)
- VII-i X Describe how the organization monitors any parties (staff, volunteers, consultants, contractors, other organizations, businesses) who are soliciting contributions on behalf of the organization, if applicable. (Standard VIID3)

VIII. PUBLIC AFFAIRS AND PUBLIC POLICY**A. Public Policy Advocacy**

- Does the organization engage in advocacy? Yes No
Keep in consideration that advocacy is defined as "active support...(for)...a cause, idea, or policy." (*American Heritage Dictionary*) while lobbying is considered a special type of advocacy. Lobbying generally consists of communications that are intended to influence *specific legislation* (Advocacy Forum, *Being a Player*, 1991).
- Does the organization have a paid lobbyist? Yes No
If so, is this person registered with the Ohio Joint Legislative Ethics Committee? Yes No
- VIII-a X Attach the board-approved advocacy policy which defines the process by which the organization determines positions on specific issues. (Standard VIIIA1)

B. Public Education

- VIII-b X Describe the process by which any educational information provided to the media or distributed to the public is reviewed for (1) factual accuracy and (2) sufficiency of contextual information. (Standard VIIIB1)
- VIII-c X Attach the three most recent public education/advocacy documents the organization has released or indicate that such documents have not been produced (example: letters to members of organization, letter to the editor, letters to legislators, newsletters, etc.). (Standard VIIIB1)

C. Promoting Public Participation

- VIII-d X If the organization engages in promoting participation in community affairs, describe how the organization assures that its activities are strictly nonpartisan. (Standard VIIIC1)

IX. OTHER-LAWSUIT DISCLOSURE

- IX Are there currently, or have there been in the last five years, any lawsuits or formal administrative complaints (such as Equal Employee Opportunity Commission suit or a complaint pending before a regulatory body) brought against the organization? Yes No
Please describe such lawsuits or administrative complaints (or any pending administrative complaints or lawsuits). Address the following: (1) involvement of senior staff as subjects of lawsuit(s); (2) board involvement responding to the lawsuit(s); and (3) finding of liability or guilt.



Standards for Excellence requested documents/policies:

Mission and Program

- I-a Mission statement
- I-b Description of how organization's current activities are consistent with mission
- I-c Description of organizational planning activities
- I-d Review of infrastructure, including technology
- I-e List of programs; percentage, description of organizational effort
- I-f Description of program evaluations/sample evaluations
- I-g Program participant policy
- I-h Description of program participant satisfaction and/or dissatisfaction measures
- I-i Grievance policy for program participants

Governing Body

- II-a Board minutes from the last 12 months
- II-b Committee minutes from the last 12 months
- II-c Explanation of how board engages in ongoing planning
- II-d Most recently approved budget
- II-e Description of executive director search and hire process
- II-f Description of board's review of salary structure
- II-g List of current board members (name, address, principal employer, occupation, term-end date)
- II-h Rationale for employees serving on board
- II-i Board development, rotation, succession process
- II-j Description of board diversity
- II-k Details of board member compensation arrangement
- II-l Description of board selection and recruitment process
- II-m Description of board orientation process
- II-n Description of board evaluation
- II-o Organization bylaws
- II-p Board member expectations

Conflict of Interest

- III-a Conflict-of-interest policy
- III-b Conflict-of-interest statement
- III-c Explanation of conflict-of-interest statement use

Human Resources

- IV-a Personnel policies
- IV-b Policies and procedures
- IV-c Description of employee performance evaluations
- IV-d Description of employee orientation
- IV-e Sample position descriptions

Financial and Legal

- V-a Most recent form 990/Ohio Annual Financial Report
- V-b Audit for most recently completed fiscal year with material variation reported
- V-c Four most recent internal financial statements
- V-d Explanation of how employees can confidentially report financial improprieties/misuse of funds
- V-e Financial policies governing investment of resources, internal control policies, purchasing, net assets
- V-f Description of monitoring changes in legal and regulatory requirements
- V-g General liability insurance declaration page or minutes from meeting at which general liability insurance was discussed
- V-h Directors and officers liability insurance declaration page or minutes from meeting at which directors and officers insurance was discussed
- V-i Description of internal review of compliance with existing legal, regulatory, and financial requirements

Public Accountability

- VI-a Annual report (or documents comprising annual report)
- VI-b Explanation of how members of the public can provide input to the organization

Fundraising

- VII-a Fundraising results for last 5 years and explanation of fundraising ratios
- VII-b Three most recent solicitations and promotional materials
- VII-c Four receipts used in fundraising
- VII-d Pledge card or response device used in fundraising
- VII-e Description of organization's procedure for honoring donor requests
- VII-f Fundraising policies or procedures
- VII-g Acceptance of charitable gifts policy
- VII-h List of fundraising consultants or professional solicitors hired in the last 12 months
- VII-i Explanation: how organization monitors any parties soliciting contributions

Public Policy and Public Affairs

- VIII-a Policy for determining positions on public policy issues
- VIII-b Explanation: how organization insures accuracy and sufficiency of information for public education
- VIII-c Three most recent public education/advocacy pieces
- VIII-d Explanation: how organization insures that its activities are strictly nonpartisan

IX Lawsuit disclosure