



GIVE NEBRASKA
Application for Membership in 2022 Campaign

Application Due: January 10, 2022

Please send one copy of **ALL** documents electronically to admin@givenebraska.org **AND** mail one paper copy of **ALL** documents to Give Nebraska, 3800 VerMaas Place, Suite 200, Lincoln, NE 68502.

I. Basic Organizational Information

A. Name, Address, Telephone and Website Address of Organization

Organization Name

Street Address

City, State, Zip

Telephone

Website Address

B. Name by which organization is to be listed in the 2022 campaign brochure:

C. 25-word organizational description for inclusion in the 2022 campaign brochure:

D. Executive Director

Name

Phone

Email

E. Board Chair

Name	Phone	Email
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F. Person preparing this application

Name	Position
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II. Organization Mission and Programs

Please provide a copy of the organization's mission statement and a brief description of the organization's programs.

III. Supporting Documentation

- A. Proof of 501(c)(3) status
- B. Articles of incorporation (The organization must have been incorporated for a minimum of three years with an established record of community service.)
- C. Bylaws
- D. Board Information:
 - List of current board members and their professional affiliations
 - Board giving policy (if applicable)
 - How often the board meets
- E. Financial information:
 - Organizations with annual operating budgets of \$750,000 or more must submit an independent audit, at a minimum, once every three years with an independent review being conducted in the years in between. Members are required to submit audits or independent reviews annually.
 - Organizations with annual operating budgets under \$750,000 may submit an independent financial review of the most recently completed fiscal year, and the separately attached financial infrastructure checklist in lieu of an independent audit. Members are required to submit this information annually.
 - Budget for Current Fiscal Year.
- F. Copy of 990 for most recently completed fiscal year
- G. Board adopted diversity or affirmative action statement (contact Give Nebraska for examples if needed)
 - Give Nebraska bylaws state that "No Member Agency may discriminate on the basis race, creed, color, sex, religion, national origin, citizenship, age, veteran status, disability, pregnancy, sexual orientation, gender expression, and gender identity and any other protected categories. This policy relates to all employment decisions, including those in connection with recruitment, hiring, training, promotion, compensation, benefits, termination and all other terms and conditions of employment as well as in the services provided by the Member Agency. This policy applies to the recruitment of board members as well." If accepted for membership, you agree to abide by this statement.
 - Agreement to abide by Give Nebraska's affirmative action statement above

Printed Name

Signature

H. List of current staff members with position titles

I. Conflict of Interest Policy, Whistleblower Policy, Document Retention and Destruction Policy

IV. Optional Information

Please provide any additional information or statistics that will prove helpful to our understanding of the organization's mission, programs and/or operations. (i.e. brochures, most recent newsletter, campaign or marketing materials)

V. TWO Signatures

Executive Director

Board Chair or Officer

See following financial clarifications regarding audit, independent review, and compilation:

Audits

An audit provides the highest level of assurance on an organization's financial statements. An audit provides assurance that an organization's financial statements are free of material misstatement and are fairly presented based upon the application of generally accepted accounting principles.

An audit includes:

- confirmation with outside parties
- testing selected transactions by examining supporting documents
- completing physical inspections and observations
- considering and evaluating the internal control system of the organization

Reviews

A review provides limited assurance on an organization's financial statements. During a review, inquiries and analytical procedures present a reasonable basis for expressing limited assurance that no material modifications to the financial statements are necessary; they are in conformity with generally accepted accounting principles. This "does it make sense" analysis is useful when the organization needs some assurance about their financial statements, but not the higher level of assurance provided by an audit.

Compilations

A compilation provides no assurance on an organization's financial statements. The CPA takes financial data provided by the nonprofit and puts them in a financial statement format that complies with generally accepted accounting principles. There are no testing or analytical procedures performed during a compilation. Compilations are not accepted forms for financial reporting.