



**Community
Services Fund
of Nebraska**

COMMUNITY SERVICES FUND

Application for Membership in 2012 Campaign

Please submit to:
Community Services Fund
215 Centennial Mall South, Ste. 509
Lincoln, NE 68508
402-489-4332
402-441-0649 (Fax)

Application Due: January 16, 2012

Send one copy of all documents electronically to: khill@communityservicesfund.org and mail one copy to Community Services Fund of NE, 215 Centennial Mall S., Ste. 509, Lincoln, NE 68058.

I. Basic Member Information

A. Name, Address and Telephone/Fax of Organization

(Organization Name)

(Street Address)

(City, State, Zip)

(Telephone and Fax)

(Website)

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

C. 25-Word Description to be listed in the campaign brochure:

D. Executive Director:

(Name)

(Phone/Email)

E. Board Chair:

(Name)

(Phone/Email)

F. Person preparing this report:

(Name)

(Position)

II. Organization's Mission

Please enclose a copy of your organization's mission statement or a brief description of its mission and program highlights.

III. Please add any additional information or statistics relating to your organization. (i.e. brochure(s), most recent newsletter, campaign or marketing materials)

IV. Supporting Documentation:

- A. Proof of 501c3 Status
- B. Articles of incorporation (Must be incorporated for a minimum of 3 years with an established record of community service)
- C. Bylaws
- D. List of current board members and their professional affiliations
- E. Financial documentation
 - For agencies with annual operating budgets of \$500,000 or more an independent audit is required annually.
 - For agencies with annual operating budgets, under \$500,000, an annual independent review will be required. Additional supporting documentation including, annual operating budgets and a financial infrastructure checklist is also required
- F. Copy of 990 for most recently completed fiscal year
- G. A diversity or affirmative action statement (contact CSF for examples if needed)
- H. A list of current staff members and the positions they hold.
- I. Signed Agency Code of Conduct

V. Signatures:

Executive Director

Board Chair or Officer