



Benefits of CSF Membership:

- Access new donors through workplace giving campaigns.
- Raise awareness of your organization with supporters across the state.
- Add a new discretionary funding stream to your current fundraising efforts.
- Join a network of non-profit professionals dedicated to positive philanthropy and donor choice in workplace giving.

Responsibilities of Membership:

- Active participation in meetings of the Member's Council.
- Active participation in at least one Committee.
- Participate in or conduct an annual worksite campaign.
- Active participation in gaining access to additional campaign worksites.
- Display the Community Services Fund logo/name and acknowledge itself as a Member Agency on appropriate materials.
- Pay annual dues and membership fees.

Application Process:

Agencies interested in membership must submit a Letter of Intent. In addition to contact name, address, and email for the prospective member agency, Letters of Intent should include confirmation that the prospective member agency:

- Has read and fulfills all CSF requirements for membership.
- Has reviewed the full list of current CSF members.
- Is aware of the financial and time requirements necessary for membership.
- Leadership and Board of Directors is supportive of membership in CSF.

Agencies selected to proceed with the application process will receive the 2019 Membership Application via e-mail.

The Membership Evaluation Committee will invite selected agencies to present a 5-10 minute informational summary followed by a brief question and answer session in January/February 2019. Each meeting will be approximately 30 minutes. Attendees should include: individual who completed the membership application along with the Board Chair or Executive Director.

The Membership Evaluation Committee will recommend new agencies to the CSF Member's Council at the February 2019 meeting. All new member agencies will be contacted following that meeting.

To inquire about membership, please contact CSF at mfilipi@communityservicesfund.org or admin@communityservicesfund.org or by phone (402) 475-7759 or with our online form available at www.CommunityServicesFund.org.



The Application Will Include:

- Agency description and program details.
- Proof of 501c3 Status.
- Articles of incorporation (Must be incorporated for a minimum of 3 years with an established record of community service).
- Bylaws.
- List of current board members and their professional affiliations.
- Board giving policy (if applicable).
- How often the board meets.
- Financial Reporting Documents, see details below.
- Current Operating Budget
- A diversity or affirmative action statement (contact Community Services Fund for examples if needed).
- A list of current staff members and the positions they hold.
- Agency Code of Conduct.

Required Financial Reporting Documents:

For agencies with annual operating budgets of \$750,000 or more an independent audit will be required, at a minimum, once every three years with an independent review being conducted in the years in between.

For agencies with annual operating budgets, under \$750,000, an annual independent review will be required. Additional supporting documentation including the 990, annual operating budgets and financial infrastructure checklist shall be submitted upon request.

Agencies applying for membership will email a copy of the application documents to admin@communityservicesfund.org and ALSO mail a hard copy to:

Community Services Fund of Nebraska
3800 VerMaas Place, Suite 200
Lincoln, NE 68502

