

***CRITERIA FOR MEMBERSHIP IN
GLOBAL IMPACT
(FORMERLY INTERNATIONAL SERVICE AGENCIES)***

(Approved by the Board of Directors on February 1, 2007)

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MEMBERSHIP CRITERIA

Global Impact (formerly International Service Agencies) is a federation of distinguished American charities serving the needs of the world community. Each Global Impact member charity is carefully evaluated before being invited to become a member.

In a continuing effort to expand its vision to be the best partner to transform resources into opportunities worldwide, Global Impact periodically seeks new member charities that:

- a) Demonstrate their commitment to international humanitarian relief and development;
- b) Devote a substantial portion of their resources to;
 - 1) Social services, development or relief programs that directly aid people in foreign countries; or
 - 2) Global or international programs that are demonstrably complementary to Global Impact member agency programs.
- c) Have a reputation for integrity in program implementation, financial management and program effectiveness;
- d) Complement and broaden current Global Impact member charity services through international programs that provide geographic, programmatic and ethnic diversity;
- e) Are dedicated to working with Global Impact to achieve shared goals.

All prospective and current Global Impact member charities must also meet regulatory requirements, set by the U.S. Office of Personnel Management and other governing entities, as well as Global Impact policies outlined in the attached document.

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A. Regulatory Requirements

All Global Impact member agencies must adhere to the following, subject to any exception approved by the Board based upon individual facts and circumstances applicable to the member agency requesting such exception:

- 1) Provide or conduct services, benefits, assistance or program activities in at least one foreign country during the three-year period immediately preceding the start of the year involved; an agency must also affirm that the funds contributed to it are used for the announced purposes of the voluntary agency;
- 2) Certify that the agency is exempt from federal income tax as an organization described in 26 U.S.C. 501(c)(3) of the Internal Revenue Code, or any successor section thereto, and is a publicly supported organization to which contributions are tax deductible pursuant to 26 U.S.C. 170(b)(1)(A)(vi) or (viii), 509(a)(1) or 509(a)(2) of the Internal Revenue Code;
- 3) Certify that the agency's expenses connected with lobbying and all attempts to influence voting or legislation at the local, state or federal level would classify it as a tax-exempt agency under 26 U.S.C. 501(h);
- 4) Affirm that it is a human health and welfare organization that provides services, benefits or assistance to people in need;
- 5) Provide a copy of the following, which must cover the fiscal year ending not more than 18 months prior to the January of the campaign year to which the agency is applying:
 - a) Annual report that describes the organization's major programmatic activities and supporting services and identifies its directors and chief administrative personnel;
 - b) Financial statements prepared in conformity with Generally Accepted Accounting Principles (GAAP) that have been audited by an independent certified public accountant in accordance with Generally Accepted Auditing Standards (GAAS), (as well as consolidated statements where the organization has affiliates);
 - c) Completed copy of the organization's IRS Form 990, including signature. The IRS Form 990 and audit must cover the same fiscal period and if revenue and expenses on the two documents differ, these amounts must be reconciled in an accompanying signed statement by the certified public accountant who completed the audit;
 - d) Recently approved and signed organizational budget for revenue and expenses;

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- 6) Demonstrate its fundraising and administrative efficiency using the IRS Form 990 showing that its fundraising and administrative expenses do not exceed 35 percent of the agency's total support and revenue;

If such expenses are in excess of 25 percent but not greater than 35 percent, provide an explanation of the overage, a plan to reduce the costs to 25 percent and the timeframe within which the reduction will be accomplished. The federation's Board of Directors (and the appropriate government authority) will determine if the explanation justifies eligibility. Agencies with fundraising and administrative expenses over 25 percent may be ineligible for participation in the Combined Federal Campaign and other campaigns;

- 7) Provide a statement that the organization is directed by an active and responsible governing body whose members have no material conflict of interest, a majority of whom serve without compensation. Certify that the governing body meets at least twice yearly and formulates the organization's policies, approves the detailed annual budget and oversees its operations;
- 8) Provide evidence that acceptable fundraising practices are in force, affirming that the organization's fundraising practices protect against unauthorized use of its CFC contributor lists, permit no general telephone solicitations of the public or coercive solicitations, permit no payment of commissions, finders fees, percentages, bonuses or similar practices in connection with fundraising;
- 9) Ensure honesty and accuracy in its fundraising appeals, affirming that its publicity and promotional activities are based upon its actual program and operations, are truthful and non-deceptive, include all material facts, and make no exaggerated or misleading claims;
- 10) Certify under which governmental entity the organization is chartered, incorporated or organized and affirm that it is currently registered as a charitable organization in its state of incorporation;
- 11) Affirm that the agency receives no more than 80 percent of its total support and revenues from government sources;
- 12) Provide a statement that the certifying official is authorized by the organization to certify and affirm all statements required for inclusion in federal, state and local campaigns;

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- 13) Provide a twenty-five word statement of program services, including the agency's percentage of administrative and fundraising costs;
- 14) Affirm that the agency has a policy of nondiscrimination, approved by its Board of Directors, in compliance with all requirements of law and regulations concerning nondiscrimination and equal employment opportunities with respect to its governing board, management, program services and funding sources, and practices no discrimination in the selection of officers, directors, volunteers or employees, nor in the provision of services;

OR

Affirm that the agency has a policy of nondiscrimination, approved by its Board of Directors, in compliance with all requirements of law and regulations concerning nondiscrimination and equal employment opportunities with respect to its program services and funding sources, and that such policy also applies to its governing board, employees and volunteers except that the organization reserves the right to prefer volunteers, employees and governing board members on the basis of religion to the extent such preference is permitted under Section 702 of the Civil Rights Act.

- 15) Affirm that the agency meets regulatory requirements in all federal, state and local campaigns. Global Impact meets the criteria for all campaigns in which it participates. If an agency does not meet all the requirements set by a specific campaign(s), the agency may not be entitled to participate;
- 16) Affirm that the charity is compliant with all federal, state and local laws;
- 17) Complete annually and return to Global Impact a certification stating the organization named in this application is in compliance with all statutes, Executive orders, and regulations restricting or prohibiting U.S. persons from engaging in transactions and dealings with countries, entities, or individuals subject to economic sanctions administered by the U.S. Department of the Treasury's Office of Foreign Assets Control. The organization named in this application is aware that a list of countries subject to such sanctions, a list of Specially Designated Nationals and Blocked Persons subject to such sanctions, and overviews and guidelines for each such sanction program can be found at <http://www.treas.gov/offices/enforcement/ofac/sanctions/>. If the organization named in this application becomes noncompliant at any time subsequent to completing this certification, it will notify Global Impact and the OPM Office of CFC Operations immediately.
- 18) Failure to meet the Criteria for Membership in Global Impact at any time may result in loss of membership privileges, including:
 - Suspension or cessation of distributions to the member charity
 - Temporary suspension of inclusion rights for any future campaigns
 - Withdrawal from any current campaigns

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- Removal of member charity name and logo from all Global Impact communications and marketing materials

- Loss of membership and all services associated with membership

All of the above actions may be taken temporarily by the president & CEO, COO and CFO until such time as the next Board meeting; permanent sanctions require action by the Board of Directors.

B. Global Impact Policies

All Global Impact member agencies are required to:

- 1) Pledge support of the Global Impact bylaws and operating policies and their commitment of resources to the purposes of the federation;
- 2) Participate in a pre-application interview, to be conducted by a Global Impact representative, when an agency applies for membership for the first time;
- 3) Disclose any findings if reviewed by the Philanthropic Advisory Service Council and/or the National Charities Information Bureau; likewise, disclose any and all information to Global Impact if subject to other kinds of investigation or scrutiny;
- 4) Meet criteria of administrative integrity, programmatic effectiveness, fundraising efficiency, financial responsibility, and donor accountability as Global Impact's Board of Directors may establish and as expressed in the Code of Ethics of the Association of Fundraising Professionals;
- 5) Demonstrate through bylaws, fundraising and publicity materials, annual reports and audited financial statements, that it is committed to international humanitarian service and devotes a substantial portion of its resources to health, welfare, development and relief programs that directly aid people of foreign countries; international program expenditures must constitute at least 50 percent of total program expenses or \$1 million;
- 6) Provide Global Impact with a list of the countries served, a designation of member agency programs and approximate number of people served;
- 7) Provide an explanation of why they are ineligible for any particular state registration (Global Impact's goal is for all member agencies to participate in all campaigns);
- 8) Provide a list and supporting documentation of all the states and localities in which the agency holds current registration, indicating the government departments and expiration dates. Registration must be established in a state prior to the date set by that state for Global Impact to certify an agency's eligibility. If an agency fails to properly register in a state, Global Impact cannot certify its eligibility. Agencies must also provide a separate list of states where registration is in process;

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- 9) Provide a statement as to whether or not the agency is registered with the United States Agency for International Development (USAID) [Registration is not required for membership];
- 10) Demonstrate that it is an organization of broad public appeal by evidence of the scope of its publicity, public information, fundraising campaigns and the number and location of volunteers. It must demonstrate by the number and geographic spread of contributors that it actively solicits and obtains donations from the general public;
- 11) Provide staff or volunteers who will serve as resources for active support of Global Impact in maintaining or gaining access into employee campaigns in all areas where Global Impact participates or intends to participate.
- 12) Affirm that the organization is participating in workplace giving campaigns exclusively through Global Impact.

Agencies that are members of Global Impact may not require attendance at, or participation in, religious services by program beneficiaries as a condition of receiving services.

Failure to meet specific Global Impact membership criteria that is critical to acceptance of Global Impact's application(s) to participate in public and private sector workplace campaigns may result in a temporary suspension of inclusion rights of the specific member agency.

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C. Partnership Resources

Each year, Global Impact member agencies are expected to participate with Global Impact in at least two of the areas indicated below.

- 1) Presence
 - a) Present speeches, attend events and participate in meetings as requested by Global Impact to increase donor awareness of member agency support;
 - b) Attend Global Impact member functions, particularly annual meeting and regional meetings, to increase awareness of how to benefit from Global Impact services;
 - c) Serve on Global Impact committees, as requested.
- 2) Public Endorsement
 - a) Acknowledge in member agency communications materials that Global Impact is a fundraising federation supporting the member agency;
 - b) Offer and promote the option of adding Global Impact in a campaign formally or as a "write in" on a pledge card;
 - c) Promote Global Impact's United Way agreements.
- 3) Media/Communications
 - a) Provide Global Impact with success stories, photos and video tapes that will increase donor motivation;
 - b) Share donor demographic information, whenever data would help Global Impact;
 - c) Use the Global Impact logo on marketing and campaign materials;
 - d) Refer media calls regarding campaign information or other agency services to Global Impact, as appropriate;
 - e) Place advertisements and provide stories to local press in key markets during campaign season;
 - f) Acknowledge donor contributions to member agency whenever Global Impact provides list of those who wish to be thanked;
 - g) Send at least one annual educational or programmatic (but non-solicitation) update to Global Impact donors;
 - h) Provide link on member agency Web site to Global Impact Web site;
 - i) Provide Global Impact Web site with updated member agency information, whenever necessary.

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- 4) Campaign Support
 - a) Obtain campaign registration in all states where Global Impact is in campaign;
 - b) Maintain campaign eligibility by sending information on time to Global Impact member services staff for annual membership recertification;
 - c) Provide Global Impact with a list of regional staff and agency volunteers who could participate in Global Impact campaigns in their areas;
 - d) Offer member agency employees an internal workplace giving campaign.
- 5) Shared Programs
 - a) Share expenses for co-op advertising campaigns.
- 6) Access
 - a) In cases where member agencies have already gained access to a company for themselves, assist with gaining similar access for Global Impact, whenever reasonably feasible;
 - b) Provide introductions to corporate contacts who may facilitate workplace campaign access;
 - c) Participate in selected access projects.

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Application Process

- I. The Membership Committee will review the completed application and supporting documentation to determine if the applicant agency meets the Global Impact eligibility criteria standards and will report its recommendations to the Global Impact Board of Directors.
- II. The Board of Directors will approve the membership applications of Global Impact member agencies.
- III. Member agencies are eligible for recertification and approval by the Board of Directors upon annual submission of requested information. Member agencies will have a detailed review by the Membership Committee once every three years.

Global Impact reserves the right to exclude from membership any agency associated with activities or information, which if publicly known, could damage the public image, integrity or credibility of Global Impact or its member agencies.