

United Way of the Eastern Panhandle
Self-Certification Checklist

AGENCY _____

REVIEW DATE _____

YEAR OF CERTIFICATION _____

	Yes	No	Comments
Sections 1 –4 include minimal standards that certified agencies MUST meet			
Sec. 1: Organizational Structure			
a. The organization has been granted tax-exempt status by the Internal Revenue Service.			
b. The organization has a current board-approved vision statement.			
c. The organization has a current board-approved mission statement.			
d. The organization has a current board-approved ethics or values statement (such as a social work ethics statement) in regard to fundraising, treatment of clients and personnel, and use of resources.			
e. The organization has written bylaws that are in compliance with state and federal requirements.			
Sec. 2: Board of Directors			
a. The board of directors meets at least quarterly.			
b. Terms of office for the board of directors are stated clearly in the by-laws.			

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<p>c. Rights, responsibilities and obligations of board members are clearly stated in the by-laws.</p>			
<p>d. Minutes of all Board and Committee meetings are kept in a designated location.</p>			
<p>e. At least 50% of board members participate in every board meeting.</p>			
<p>f. Prior to service, board members are informed of their duties, obligations and responsibilities.</p>			
<p>g. The organization has a board approved conflict of interest policy and all board members sign a conflict of interest statement annually.</p>			
<p>Sec. 3: Operations/Administration</p>			
<p>a. The organization's annual budget is approved by the board.</p>			
<p>b. The organization has board/officers' liability insurance or the board votes annually to forego board/officers' liability insurance.</p>			
<p>c. An organizational financial report that includes balance sheets, amounts budgeted, amounts received and expended, and the variances is reviewed and approved, at least quarterly, by the board.</p>			
<p>d. Receipts or acknowledgments are given for all contributions.</p>			

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<p>e. If the organization's annual receipts are \$250,000 or greater, an Independent Public Accountant performs an audit annually and the findings are reported to the full board in writing. If annual receipts are between \$100,000 and \$250,000, Financial Review is completed by an Independent Public Accountant and the results are reported to the full board in writing.</p>			
<p>f. Required financial records, legal documents and reports (i.e. Annual Report, IRS 990, W2 etc.) are filed each year.</p>			
<p>g. All legal documents are easily accessible by board or staff.</p>			
<p>h. The organization has a written files retention policy.</p>			
<p>i. The organization has board approved policies and procedures in regards to disbursement of funds, entering into contracts and hiring of staff.</p>			
<p>k. Where segregation of duties is limited, the board has reviewed and addressed the weaknesses.</p>			
<p>Sec. 4: Program Needs Analysis</p>			
<p>a. The current programs of the organization accurately reflect the mission statement.</p>			
<p>b. The organization uses needs assessment on a regular basis to demonstrate the need within the community for programs/services.</p>			
<p>c. The organization collects appropriate data that can be used for an assessment.</p>			
<p>d. Programs are evaluated.</p>			

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Section 5 includes Minimal Standards that All Agencies WITH STAFF MUST meet

Sec. 5: Staff

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| a. The board provides an annual written performance evaluation of the executive director. | | | |
| b. Personnel policies are maintained and evaluated regularly and are in compliance with state and federal employment laws. | | | |
| c. Personnel files are maintained in a secure location and are accessible only to designated supervisors, designated board members and the employee. | | | |
| d. All staff members receive a written performance evaluation annually. | | | |
| e. Written job descriptions and salary ranges are developed for all staff. | | | |
| f. The organization has a written whistleblower policy. | | | |

Additional Comments:

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	Practice	In Progress	Need Assistance/ Comments
<p>Section 6 – 11 include “Best Practices” for all agencies</p> <p>These standards are a “step up” from the basics that agencies must meet to qualify for certification. However, they strongly indicate an organization’s overall capacity for continued service and sustainability and are used to assess the organization’s operational strengths.</p> <p>Sec. 6: Organization Structure</p> <p>a. The organization bylaws are reviewed regularly.</p>	-	-	-
<p>b. The Board has at least five members.</p>			
<p>c. Standing committees are defined in the organization bylaws.</p>			
<p>d. The board and staff review the vision and mission statements regularly.</p>			
<p>Sec. 7: Strategic Planning</p> <p>a. The organization regularly examines internal, community, and national trends to plan for the future.</p>			
<p>b. The board develops written short and long-range goals with measurable objectives and time frames.</p>			

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<p>c. The organization effectively uses “after action” evaluation of its significant activities.</p>			
<p>Sec. 8: Board of Directors/Volunteer Development</p>			
<p>a. Agendas are prepared and transmitted, along with previous meeting minutes, before board and committee meetings.</p>			
<p>b. Standing committees meet regularly and report to the full board.</p>			
<p>c. Written job descriptions are published for all volunteers and board members.</p>			
<p>d. The organization has succession and recruitment plans for board members.</p>			
<p>e. The organization has an effective volunteer recruitment process.</p>			
<p>f. Volunteer and board member orientation and training procedures are effective.</p>			
<p>g. Sufficient resources are committed for volunteer training and development.</p>			
<p>h. The board conducts regular self-evaluation.</p>			
<p>i. The organization has an effective volunteer recognition program.</p>			
<p>Sec. 9: Administration</p>			

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<p>a. The policies and procedures manual is reviewed and updated regularly.</p>			
<p>b. Newly hired employees receive an orientation on policies and procedures.</p>			
<p>c. Staff members or volunteers that handle money are bonded.</p>			
<p>Sec. 10: Resource Development</p>			
<p>a. Board members are involved in fundraising.</p>			
<p>b. The organization strives to have diversified funding sources.</p>			
<p>Sec. 11: Community Engagement</p>			
<p>a. The organization strives to meet community needs through collaborative efforts.</p>			
<p>b. The organization has an effective and diverse communications plan.</p>			
<p>Additional Comments:</p>			
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Organization: _____

By signing this form, the undersigned (i) attest to the accuracy of the information provided (ii) acknowledge that this assessment is a tool intended to allow the organization to assess its strengths and weaknesses, and if the organization so requests, to allow the United Way of the Eastern Panhandle to provide technical assistance to the organization, and (iii) acknowledge that the United Way of the Eastern Panhandle shall have no liability to the organization or any third party of the accuracy of the information in the organization's assessment or its issuance of, or refusal to issue, a certification based on the organization's assessment.

This assessment was reviewed by our full Board of Directors
on or will be presented to the full Board of Directors on

Minutes of that meeting are attached. Yes____ No____

_____ **Date**

Chief Executive Officer

_____ **Date**

President of the Board (signature optional)

_____ **Date**