

2009/2010 Alaska Community Share Campaign

**MEMBERSHIP APPLICATION**

**Deadline: February 20, 2009**

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Website \_\_\_\_\_ email \_\_\_\_\_

**Does your organization meet the minimum criteria listed here?**

*Please mark either yes or no after each question.*

**Yes      No**

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Does your organization have a statewide and/or local focus?

Is your organization recognized by the IRS as a 501(c)(3) organization?

Does your organization have an all-volunteer board of directors?

Is your organization unaffiliated with any other workplace giving umbrella?

Is your organization incorporated in the State of Alaska, for at least the last two fiscal years?

Does your organization meet ALL of the minimum criteria listed here?

\_\_\_\_\_  
Signed / Title

\_\_\_\_\_  
Date

IF your organization meets all of the minimum criteria, please provide copies of the following documents along with your completed application:

- Annual Report or statement of activities from the most recent year;
- Complete copy of Federal IRS Form 990 or equivalent for the most recent fiscal year;
- Evidence of Financial Accountability:
  - For organizations with annual revenue of \$250,000 or greater:  
A copy of your most recent financial audit
  - For organizations with annual revenue of \$100,000 or more, but less than \$250,000  
A signed letter from an independent auditor (on the auditor's letterhead) verifying that they conducted an annual audit of your organization with no significant findings. If you had significant findings, please attach a copy of the audit;
  - For organizations with annual revenues of less than \$100,000  
A completed and signed "AK Community Share Financial Accountability Form"
- Articles of Incorporation and By-Laws;
- IRS letter certifying Federal Exempt Status as a 501(c)(3);
- Letter confirming annual filing of charitable organization's Annual Report with the State of Alaska;
- List of current Board of Directors, names, position, and term dates (beginning and ending);
- Board meeting dates, time and place, for the past 12 months;
- Copy of your organizations non-discrimination statement;
- One additional publication that describes your organization's activities (e.g. a recent brochure or newsletter);
- List of foundation and corporate support; and
- A statement in 25 words or less that describes your organization's program activities.

**Return the signed Application, Letter and documents by Feb. 20, 2009 to:**

**Alaska Community Share  
P.O. Box 103800  
Anchorage, AK 99510**