

2017 RUW Membership Requirements

This form is a self-assessment tool. You may use it to determine whether or not your agency can meet the minimum requirements for RUW membership. If you apply, you will be asked to complete this form online as part of your application packet.

During the application process, you will be required to confirm that:

- Agency is incorporated as a nonprofit organization with tax exempt status under IRS Code 501 (c)(3)
 - Agency has held 501(c)(3) status for a minimum of 2 complete fiscal years
- Agency has an independent local governing body
 - Minimum of five voting members who:
 - Are unrelated to Board Members and/or Senior Staff
 - Are volunteers (not compensated)
 - Have no material conflict of interest
 - Meet at least quarterly to exercise effective financial, service and administrative control
- Agency has current registration with the Virginia Department of Agriculture and Consumer Services under the Virginia Solicitation of Contributions Law
- Agency is in compliance with provisions of the USA PATRIOT Act and anti-terrorism measures
- Agency is in compliance with all applicable federal, state and municipal laws and regulations
- Financial Information (select one):
 - Agencies with annual revenues less than **\$100,000** must submit a **Financial Compilation** prepared by an independent, licensed certified public accountant, covering the fiscal year ending not more than 18 months prior to January 2017. The compilation must be prepared in accordance with generally accepted accounting principles.
 - Agencies with annual revenues between **\$100,000 and \$249,999** must submit a **Financial Review** prepared by an independent, licensed certified public accountant, covering the fiscal year ending not more than 18 months prior to January 2017. The compilation must be prepared in accordance with generally accepted accounting principles.
 - Agencies with annual revenues greater than **\$250,000** must annually submit a **Financial Audit** prepared by an independent certified public accountant, covering the fiscal year ending not more than 18 months prior to January 2017. The audit must be prepared in accordance with generally accepted auditing standards and generally accepted accounting principles, to include an opinion regarding the presentation of the organization's financial statement.
- Agency files an annual Form 990, as required by the Internal Revenue Services
- Agency program / service delivery is within Planning District 16
- Agency has a physical location within PD16 which is open to the public for at least 15 hours per week
- Agency can demonstrate through its mission, goals and programs that its program / service delivery is primarily aimed at Planning District 16 individuals, families and / or communities
- Agency can demonstrate through its mission, goals and programs that its **primary focus** does **not** include one or more of the following:
 - Grant making – issuing of monetary awards to individuals and / or organizations
 - The support of institutions of post-secondary education
 - Litigation activities on behalf of parties other than the agency itself
 - Lobbying for the passage or defeat of legislation
 - Sectarian activities, including activities aimed to promote the adoption of one or more religious or philosophical viewpoints
 - Activities which relate to natural resources or wildlife management or policy
 - Activities which relate to environment management or policy

- Activities which relate to animal welfare

DOCUMENTS REQUIRED:

You will be expected to submit copy of the following documents with your application.

- IRS determination letter – 501(c)(3). Name on determination letter must match name on 990. If it does not, submit additional name documentation (see below: Name change, DBA, Chapter Letter etc)
- Proof of Registration with Virginia Department of Agriculture and Consumer Services (VDACS) (determination letter, online search result showing valid registration or exemption from annual registration)
- IRS Form 990 or 990EZ **with** Pro forma IRS Form 990
 - Signed by Officer or include IRS signature form
 - File size must be <8MB
 - Fiscal year ending not more than 18 months prior to January 2017
- Financial Compilation (Revenue < \$100,000) or Financial Review (Revenue \$100,000 - \$249,999) or Audited Financial Statements (Revenue >\$250,000) [this is change for 2017]**
 - Scanned copy must be signed by independent certified public accountant
 - File size must be <8MB.
 - Fiscal year ending not more than 18 months prior to January 2017.
- Roster of Current Board of Directors – to include:
 - o Full Name
 - o Address
 - o Position of Office
 - o Term – start and end dates
- Board approved Profit and Loss Statement
 - o Must show the date of Board review or approval (commonly the date of the Board meeting where financials were reviewed)
 - o **Must show year-to-date actual vs budget amounts. [clarification for 2017]**
- Articles of Incorporation **or** Copy of Annual Update w/ State Corporation Commission
- Additional Name documentation if applicable.
 - o Doing Business As Letter – **if** any of the above documents show a different name to that of the applying organization, a '**Doing Business As**' Letter must be provided with this application
 - o Proof of change of name, if you have recently changed your organization name

NOTE:

- RUW reserves the right to request additional documentation to determine membership qualification
- RUW reserves the right to consider information beyond that which is included in this application
- During the application process, you may submit a request for:
 - o An **EXEMPTION** to an RUW requirement. For example, if your Board members do not serve specific terms, you can request an Exemption to the requirement that you provide Board terms on your Board Roster.
 - o An **EXTENSION** to submit required documentation. For example, if your 990 is filed in October each year, you can request an extension on the requirement that you submit your 990 with your original application.
 - o RUW reserves the right to grant or deny Exemptions and Extensions.