



United Way of Androscoggin County

2019 AGENCY REQUIREMENTS

MUST HAVE:

1. Federal 501(c)(3) tax exempt status.
2. Confirmation of Good Standing with Maine Secretary of State.
3. IRS Report #990, if required.
4. By-laws.
5. An all-volunteer board.
6. Records of board meetings and decisions.
7. Three years of annual certified audits or equivalent.
8. Financial records in accordance with current accounting standards.
9. Appropriate fidelity bond coverage for staff.
10. Appropriate insurance coverage for property, staff and board.
11. Disclosures of any liens.
12. Necessary licenses to operate.
13. Written personnel policies.
14. Written affirmative action statement or plan for staff and services.
15. Written job descriptions.
16. Written mission statement, goals and objectives.
17. Program records of service that reflect agency goals.
18. Letter of Agreement signed by the chief professional officer and the chief volunteer officer.

Executive Director

Date