

Questionnaire for Soliciting Nonprofit Organizations

BBB Institute for Marketplace Trust Serving Northern Colorado and Wyoming

Organization Name: _____

Address: _____

Phone: (_____) _____ Fax : (_____) _____

Website: _____ Email: _____

Use of Information

To assist the BBB Institute for Marketplace Trust Serving Northern Colorado and Wyoming in responding to inquiries about your organization, please complete the following questionnaire and submit requested materials. Attach separate sheets as necessary. All items provided will be considered public information and made available upon request to inquirers. BBB believes both the public and soliciting organizations benefit from voluntary disclosure of an organization's activities, finances, fundraising practices and governance.

If your organization is a charity or solicits for charitable contributions, the information provided may be used to determine if your organization meets the 20 voluntary BBB Standards for Charity Accountability. Please note: It is important to submit all requested information and the questionnaire as one complete package. If a charity evaluation is completed, it will be based on the information received with this package or on file with BBB. Omission of any requested information or item(s) could affect this evaluation and may result in not meeting some of the mentioned voluntary charity standards. If a report is written, your organization will be provided with a draft copy for review prior to distribution.

If your organization is in the midst of completing a more current annual report, financial statement, and/or IRS Form 990, please submit the latest available copy of these items with your completed questionnaire and forward the more current reports when available.

Use of the Better Business Bureau Name

The name "Better Business Bureau" and the BBB logo are federally registered service marks owned by the Council of Better Business Bureaus Inc. Unless licensed for use, others may not use Better Business Bureau service marks.

Completion of this form and submission of information to Better Business Bureau does not imply any form of endorsement, approval or membership. Information is provided solely to help us assist donors in their contribution decisions.

Signing this form indicates your organization's agreement to the above conditions regarding use of submitted information. In addition, by signing below your organization agrees that it will not use the BBB name, evaluation conclusions, or make any reference to whether your organization meets BBB Standards for Charity Accountability.

Signature

Date

Name and Title

Organization

If you have any questions, please contact BBB at charity@wynco.bbb.org or **888-253-3385**.
CHECKLIST OF ENCLOSURES: **Provide a copy of the following items.**

Enclosed?

Yes No

- ____ 1. Annual Report (Annually produced fact sheet, brochure or other publication that summarizes your mission, programs, finances and governance for the past year.)
If not available, please clarify _____
- ____ 2. Latest audited Financial Statements (If not audited, send unaudited/statements)
If not available, please clarify _____
- ____ 3. Complete IRS Form 990 (with Schedule A, if applicable)
If not available, please clarify _____
- ____ 4. Budget for the current fiscal year in progress
If not available, please clarify _____
- ____ 5. Fundraising Contracts/Agreements
Please enclose a copy of the complete written fundraising agreement with each fundraising firm(s) or consultant(s) used in the past year.
- ____ 6. Board Roster, specifying officers (i.e., who serves as chairman, secretary, treasurer) and professional affiliations of each board member (i.e., John Jones, marketing director, XYZ Bank)
- ____ 7. Fundraising Requests (check all fundraising methods used in the past year and include a copy of all versions of appeals used for each applicable item.)
a) ____ direct mail appeals
b) ____ telephone appeal scripts
c) ____ invitations to fundraising events
d) ____ print advertisements (newspapers, magazines, etc.)
e) ____ scripts of television or radio appeals
f) ____ grant proposal (only one recent sample needed for this)
g) ____ planned giving
h) ____ Internet appeals
i) ____ other, please specify _____
- ____ 8. Cause-Related Marketing Promotions. Some charities have promotions that involve arrangements with for-profit firms that sell consumer goods or services that state the charity will benefit from sales (for example, affinity credit cards, household products, breakfast cereals, merchandise catalogs, etc.).
a) If applicable, enclose copies of such promotions from the past year.
b) Did your organization have any written agreements/contracts with these companies?
Yes ____ No ____
If yes, provide copies of these arrangements. If there are any privacy restrictions regarding these marketing arrangements, please contact the BBB.
- ____ 9. Board-Approved Conflict of Interest Policy.
If not available, please clarify _____

If you have not submitted the following information to BBB in the past, answer items 10 through 15. If you have, proceed to question 16.

Enclosed?

Yes No

____ 10. Informational brochures and other materials that describe your organization's activities.

____ 11. IRS Determination Letter (Two-page letter that confirms your tax-exempt status.)

If not available, please clarify. _____

____ 12. Bylaws

____ 13. Articles of Incorporation

____ 14. If applicable, Agreements with Affiliate(s) and/or a National Office

15. Year and State Incorporated _____

16. State your organization's purpose(s).

17. On a separate sheet, summarize your organization's principal program service activities in 250 words or less. Use objective language and include appropriate statistics.

18. Have there been any significant changes in your organization's purpose(s) and/or program activities in the past year? (For example, amending the official stated mission, adding or terminating a major program, etc.)

Yes ____ No ____ If yes, explain

19. Did your organization use any outside Fundraising firm(s) and/or consultant(s) in the past year?

Yes ____ No ____.

If yes, answer (a) through (c) below:

a) How many fundraising firms or consultants were used in the past year? _____

b. Did your organization have written agreements with each of these firms?

Yes ____ No _____

c. Was the board of directors informed of the financial terms of these agreements?
Yes _____ No _____

20. What is the scope of your organization's fundraising activities?
National, Regional, or Local? _____

21. Does your organization have affiliates, chapters, subsidiaries and/or other related entities?
Yes ___ No ___
If yes, (a) provide a list of the names and addresses of these organizations and/or businesses, and (b) briefly describe the nature of the relationship with the affiliates and/or other entities listed. In answering this question, describe any program, financial, fundraising and/or governing board relationship.
22. In regard to your organization's fundraising activities, does any city, county or state either (a) have any currently pending legal action against your organization and/or (b) have any concluded legal action within the past three years?
Yes ___ No ___
If yes, name the places and briefly describe the nature and status/resolution of the action(s).
23. If applicable, provide the following information based on your most recent financial statements:
a) total amount of donated goods and/or services included as part of income,
b) total amount of donated goods and/or services that were recognized as part of expenses.
Also, identify the portion of this amount that was allocated to fundraising, administration and each major program service expense category,
c) breakdown that shows the nature of recognized in-kind expenses (e.g., how much of this total consisted of food, clothing, medical equipment, pharmaceuticals, legal services, accounting services, etc.) and
d) briefly describe how your organization determined the value of these in-kind contributions.
24. Do any compensated staff members serve as voting members of the board?
Yes ___ No ___
If yes, provide name(s), title(s) and total compensation during the past fiscal year?
25. Are any members of the board of directors relatives of fellow board members or staff members of the organization?
Yes ___ No ___
If yes, attach schedule identifying the name(s), title(s) and relationship(s).
26. Other than paid staff members who may serve on the board, are there any other members of the board of directors who receive some type of direct compensation (for example, fixed expense accounts or honoraria)?
Yes ___ No _____.
If yes, answer (a) and (b) below.
(a) Describe the nature of the compensation and identify the board member(s) and amount(s) involved.
(b) Are any board members related (for example, spouse, parent, sibling or child) to individual(s) named in (a) above.
27. Does your organization have a board policy to appraise the CEO's performance at least once every two years?
Yes ___ No ___
28. Does your organization have a board policy of assessing, no less than every two years, the organization's performance and effectiveness and of determining future actions required to achieve its mission?
Yes ___ No ___
If yes, provide a copy of the policy.
29. Does your organization submit a written report to its governing body outlining the results of the aforementioned performance and recommendations for future actions?
Yes ___ No__
30. Does the board of directors formally approve the annual budget?
Yes ___ No ___
31. In the past year, has your organization purchased goods and/or services from either:

- a. any member of the board and/or professional staff?
- b. any firm, organization or institution with which this member of his/her direct family relation is affiliated?

1. Yes _____ No _____

If yes, on a separate sheet:

- a) provide names and titles of individuals, and identify their relationship to the related party,
- b) identify goods or services purchased,
- c) list amounts paid for such goods or services,
- d) identify the size of the transaction relative to like expenses of the charity (for example, if the transaction is for printing expenses, what portion of the total printing expenses in the past year were purchased through the board member-related entity?)
- e) state if at least two other competitive bids were considered,
- f) state if the interested board member(s) participated in the vote to hire the related firm(s),
- g) describe if the transaction is one-time, recurring or ongoing, and
- h) identify any other steps taken to ensure arm's length transactions.

32. In the past year, has your organization made any grants, contributions or loans to

- a. any member of the board member and/or professional staff, or to
 - b. any firm, organization or institution with which this member or his/her direct family relation is affiliated?
- Yes _____ No _____

If yes, on a separate sheet:

- a) provide names and titles of individuals, and identify their relationships to the related party,
- b) provide details of the arrangements,
- c) list the amount of the award or loan,
- d) identify the size of the transaction relative to other grants, contributions or loans made by the charity (for example, if the transaction is for grants, what portion of the total grant expenses in the past year were purchased through the board member related entity?),
- e) state if the interested board member(s) participated in the vote to hire the related firm(s),
- f) describe if the transaction is one-time, recurring or ongoing, and
- g) identify any other steps taken to ensure arm's length transactions.

33. Total number of (full-time plus part-time) employees: _____

34. Identify the past year's total compensation for your organization's chief paid executive.

This total compensation should include annual salary and, if applicable, benefit plans, expense accounts and other allowances. If this person is not the highest-paid executive, also provide the name, title and compensation for that person. (It is not necessary to answer this question if all this information is contained within an IRS Form 990 that is enclosed with this questionnaire.)

35. If your organization has a website, identify the Internet address for the specific page on the website where the following information can be found, where applicable:

Annual report: _____

Organization's mission statement: _____

Program service accomplishments of the past year: _____

Most recent roster of the officers and members of the board of directors: _____

Most recent financial information: _____

Most recent IRS Form 990: _____

Donation/contribution information: _____

Organization's mailing address: _____

Internet Privacy Policy: _____

