

# Congratulations from Catalogue for Philanthropy!

Congratulations again on your acceptance into the Catalogue for Philanthropy class of 2019-20! We're excited to work with you and, to get started, need you to complete the Requirements of Participation below. Please read through all of the requirements, mark you've read them, and digitally sign at the bottom. We need to have these Requirements of Participation returned to us by **5pm on Thursday, May 16th**.

You will also receive the Development Capacity Survey to complete, which is one of the requirements you'll sign to below. Thank you, and please contact us if you have any questions!

## REQUIREMENTS OF PARTICIPATION

*The following list of requirements for participating in the Catalogue for Philanthropy serve both to confirm your place in the 2019-20 Catalogue for Philanthropy, as well as outline our expectations for participation. These expectations are designed to enhance your ability to leverage your Catalogue honor for maximum benefit. The Catalogue team is looking forward to embarking on a successful four-year partnership with you!*

**We, as representatives of our organization, accept our place in the 2019-20 Catalogue and agree to the following:**

### **MAY - AUGUST 2019**

1. We will designate at least one point of contact (POC) to work with the Catalogue for Philanthropy (CFP) on our Catalogue write-up and wish list. This person will be available to the Catalogue team to edit and approve our write-up between **mid-May and mid-July**. We will provide an emergency contact name/phone number/email if we expect to be away.
2. We will provide the Catalogue with quality images to be used in either the print Catalogue and/or website. For print Catalogue partners, please include 6-8 quality images. For web-only partners, please include 1-2 quality images. In addition, we will provide our logo -- all no later than **close of business on Friday, June 7th**.
3. By **Wednesday, June 19th**, we will set up an organizational PayPal account (if we don't already have one) and provide the Catalogue with the email address associated with that organizational account, so that the Catalogue can electronically transfer to us funds received on our behalf. We understand that the Catalogue *does not cut paper checks* and that setting up a PayPal account in no way affects the method by which we independently receive donations on our own website. PayPal is strictly used to transfer money electronically from the Catalogue to our organization.

We further understand, acknowledge and agree that the Catalogue does not and has no obligation to independently verify whether the PayPal email address we provide is in fact associated with our nonprofit's organizational account. It is, therefore, our responsibility to ensure the authenticity and accuracy of our PayPal email address.

4. Our Executive Director or main POC with the Catalogue, will attend the CFP Orientation Workshop in August (date & time TBA). \*

## **SEPTEMBER - DECEMBER 2019**

5. Following the Orientation Workshop, we will update our Catalogue webpage with additional information such as impact and awards. We will keep these links updated, as necessary, as long as our organization is featured on the Catalogue website.

6. We will thank, in writing, all Catalogue donors and will mention the Catalogue in our communications with them.

7. We will place the Catalogue's 2019-20 ONE OF THE BEST stamp on the homepage of our website and will link it to the Catalogue website for at least one year. We will also include the Catalogue honor in our email signature for at least one year.

8. We will use the ONE OF THE BEST stamp on our stationery and promotional materials (on- and off-line) wherever possible. \*

## **JANUARY 2019 - OCTOBER 2023**

The following requirements are integral to your success in most effectively leveraging the Catalogue honor for as long as you are a featured nonprofit. Your organization will be considered an active member of the Catalogue network for the **next four years – from May 2019 through October 2023**. You will be eligible to reapply in **January 2023**.

9. We will be faithful reporters of donations received as a result of our partnership with the Catalogue and will submit online donation reports three times each year on dates designated by the Catalogue (the Catalogue will provide you with a calendar of events that includes these reporting dates).

10. We will contact -- in November/December 2020 -- all Catalogue donors from the 2019 giving season, updating them on our work and respectfully requesting that they consider donating again.

11. We will continue to keep our Catalogue webpage, PayPal account information, and contact information updated for the duration of our partnership with the Catalogue. \*

## **LEARNING COMMONS REQUIREMENTS**

12. We will send at least one organizational representative to the four core curriculum trainings in Development and Stewardship hosted by the Catalogue during our first year (June 2019 – April 2019). (If we are deemed exempt from the core curriculum by the Catalogue for Philanthropy team, we will attend four elective courses during the first year of our partnership.)

13. We will complete a survey about our development capacity by May 22, 2019 (The survey is linked to in the main email). \*

## **ADDITIONAL REQUIREMENTS**

14. We will take all necessary steps to maintain our current nonprofit, tax-exempt status with local, state and federal regulatory authorities, as may be required.

15. Annual Update. Each year in June or July, we will submit required information to the Catalogue for our annual update. After review by Catalogue staff, we will be issued a new seal (e.g. 20/21 seal, etc.), or contacted by Catalogue staff with follow-up questions.

16. We have adopted and/or will follow – both internally (in our administrative and program operations) and externally (with regard to the recipients of our services) -- an equal employment opportunity and non-discrimination policy consistent with the policy of the Catalogue (below).

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**Equal employment opportunity and non-discrimination policy**

Unlawful discrimination has no place at the Catalogue for Philanthropy, our core values include a commitment to equal opportunity and inclusion. We require all charities that participate in the Catalogue to affirm their commitment to core values of non-discrimination consistent with ours.

The Catalogue for Philanthropy does not discriminate either internally (in its administrative and program operations) or externally (in its vetting of charities that apply to participate in the Catalogue) on the basis of race, color, creed, ethnicity, national origin, religion, gender, gender identity, sexual orientation, age, ancestry, disability, marital status, veteran or draft status.

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17. We understand that we must comply with the Catalogue's Requirements of Participation to maintain an active partnership status.

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**My e-signature attests to the fact that we have read and agree to the above requirements in their entirety.**

**My e-signature also attests to the fact that we are aware of no material conditions – for example, an internal or external investigation of senior staff, or an imminent merger or dissolution – that would make it inappropriate for us to appear in the Catalogue at this time.**

I, on behalf of our organization, confirm my acceptance and understanding of the Catalogue's Requirements of Participation for the 2019-20 Class.