For additional information on your Better Business Bureau’s Charitable Advisory Service, visit the “For Charities” section at www.bbb.org or call (937) 222-5825 or (800) 776-5301. To participate in your BBB’s Charitable Advisory Service, please answer the following questions and attach separate sheets and exhibits as necessary. Please type or print clearly.

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Principal Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>Phone</td>
</tr>
<tr>
<td></td>
<td>Fax</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td></td>
</tr>
<tr>
<td>Mailing Address</td>
<td></td>
</tr>
<tr>
<td>Former Name, If Any</td>
<td>Date Established (Mo/Yr)</td>
</tr>
<tr>
<td>Web Site Address</td>
<td>E-mail Address</td>
</tr>
<tr>
<td>Total Number of Employees</td>
<td>Full Time</td>
</tr>
<tr>
<td></td>
<td>Part Time</td>
</tr>
</tbody>
</table>

**BACKGROUND INFORMATION**

☑ If this box is checked, if this is the first year you are completing a nonprofit profile or if any changes have occurred in these areas, please complete the following information. Otherwise, please proceed to the next section.

Year of Incorporation: ___________________   State of Incorporation: ___________________

Executive Director or CEO: __________________________

Primary Area Served by the Charity:  
☐ Statewide   ☐ Miami Valley  ☐ Dayton  Other: ________________

Charity Mission Statement (Please limit to 60 words or less. Attach an additional sheet if needed.)

Charity's Principal Programs & Activities (Please be brief. Attach an additional sheet if needed.)
## CHECKLIST OF ENCLOSURES

Please provide a copy of the following items for the most recently completed fiscal year. If any of these items are not available please provide a brief explanation as to why.

<table>
<thead>
<tr>
<th>Item</th>
<th>enclosed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Annual Report</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>2. Latest Audited Financial Statements</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>3. Complete IRS Form 990</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>4. Budget</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>5. Board Roster, Board Meeting Dates and Number in Attendance</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>6. Copies of all Fund Raising Agreements or Contracts</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>7. Fund Raising Requests</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>8. Cause-Related Marketing Promotions</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>9. Board Approved Conflict of Interest Policy</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>10. Board Approved CEO Performance Policy</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>11. Board Approved Measurable Effectiveness Policy</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>12. Articles of Incorporation</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>13. Bylaws</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>14. IRS Determination Letter</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>15. Attorney General’s Registration Number</td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>
**Governance & Oversight**

1. Does the board receive, on an annual basis, the following documents?
   - Yes
   - No
   - [ ] Most recent IRS Form 990
   - [ ] Most recent audited financial statements
   - [ ] Auditor’s management letter (if one was issued)
   - [ ] If no audited statement, then the charity’s unaudited financial statement

2. [ ] [ ] Do any compensated staff members serve as voting members of the board?
   - If yes, please attach name(s), title(s) and total compensation during the past fiscal year?

3. [ ] [ ] Are any of the board relatives of fellow board members or staff members of the organization? If yes, please attach the name(s), title(s) and relationship(s).

4. [ ] [ ] Other than staff who may serve on the board, are there any other members of the board who receive some type of direct compensation (for example, fixed expense accounts or honoraria)?
   - If yes, please answer (a) and (b) below:
     a) Please describe the nature of the compensation and identify the board member(s) and amount(s) involved.
     b) Please also let us know if there are any board members who are relatives (for example, spouse, parent, sibling or child) of the individual(s) named in (a) above.

5. In the past year, has your organization purchased goods and/or services from either:
   - [ ] any member of the board and/or professional staff?
   - [ ] any firm, organization or institution with which this member of his/her direct family relation is affiliated?
   - If yes, on a separate sheet, please:
     a) provide names and titles of individuals and identify how they are related to the 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 person participated in the vote related to the transaction(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.

6. In the past year, has your organization made any grants, contributions or loans to
   - [ ] any member of the board and/or professional staff?
   - [ ] any firm, organization or institution with which this member of his/her direct family relation is affiliated?
   - If yes, on a separate sheet, please:
     a) provide names and titles of individuals and identify their relationship 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 the charity made (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 person participated in the vote related to the transaction(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.

7. [ ] [ ] Does your organization have affiliates, chapters, subsidiaries and/or other related entities?
   - If yes, (a) please provide a list of the names and addresses of the organizations and/or companies, and (b) briefly describe the nature of the relationship with the entities. In your reply, please describe any program, financial, fund raising and/or governing board relationship.
MEASURING EFFECTIVENESS

1. □ □ Does your organization submit a written report to its board outlining the results of a performance and effectiveness assessment and recommendations for future actions?

FINANCES

1. □ □ Does the board formally approve the annual budget?

2. Please provide the following totals based on your organization’s financial reports or statements:

   ________________ Total Revenue (income from all sources)

   ________________ Total Contributions (public donations, corporate support, government grants, etc.)

   ________________ Program Expenses (expenses directly related to the organization’s purposes)

   ________________ Management/General Expenses (administrative, staff, etc.)

   ________________ Fund Raising Expenses (costs to develop grants are also considered in this category)

   _____________________________ Please indicate from which financial document the above referenced totals were found (audit, financial statements, IRS Form 990, etc.).

FUND RAISING & INFORMATIONAL MATERIALS

1. In regard to your organization’s fund raising activities, does any city, county or state either
   □ □ have any currently pending legal action against your organization and/or
   □ □ have any concluded legal action within the past three years?

   If yes, on a separate sheet, name the places and briefly describe the nature and status/resolution of the action(s).

2. □ □ Did your organization use any outside fund raising firm(s) or consultant(s) in the past year?

   If yes, please answer the following:
   (a) How many fund raising firms or consultants were used in the past year? ______
   □ □ (b) Did your organization have written agreements with each of these firms?
   □ □ (c) Was the board informed of the financial terms of these agreements?

USE OF THE BETTER BUSINESS BUREAU NAME

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USE OF INFORMATION

The completion of this form and the submission of information to your Better Business Bureau does not imply any form of endorsement, approval or membership. The information is provided solely to help your Better Business Bureau assist donors with their contribution decisions and to determine if your organization meets the 20 voluntary Standards for Charity Accountability. Any of the information provided may be considered public information and made available, upon request, to inquirers. Signing this form indicates your organization’s understanding of the conditions regarding use of submitted information. If you have any questions, please contact your BBB program manager.

Prepared by (signature and title) Date
A - Governance and Oversight
1. A board of directors that provides adequate oversight of the charity's operations and its staff.
2. A board of directors with a minimum of five voting members.
3. A minimum of three evenly spaced out meetings per year of the full governing body with a majority in attendance, with face-to-face participation.
4. Not more than one or 10% (whichever is greater) directly or indirectly compensated person(s) serving as voting member(s) of the board. Compensated members shall not serve as the board’s chair or treasurer.
5. No transaction(s) in which any board or staff members have material conflicting interests with the charity resulting from any relationship or business affiliation.

B - Measuring Effectiveness
6. 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.
7. Submit to the organization’s governing body, for its approval, a written report that outlines the results of the aforementioned performance and effectiveness assessment and recommendations for future actions.

C - Finances
8. Spend at least 65% of its total expenses on program activities.
9. Spend no more than 35% of related contributions on fund raising.
10. Avoid accumulating funds that could be used for current program activities. To meet this standard, the charity’s unrestricted net assets available for use should not be more than three times the size of the past year's expenses or three times the size of the current year’s budget, whichever is higher.
11. Make available to all, on request, complete annual financial statements prepared in accordance with generally accepted accounting principles.
12. Include in the financial statements a breakdown of expenses (e.g., salaries, travel, postage, etc.) that shows what portion of these expenses was allocated to program, fund raising and administrative activities.
13. Accurately report the charity's expenses, including any joint cost allocations, in its financial statements.
14. Have a board-approved annual budget for its current fiscal year, outlining projected expenses for major program activities, fund raising and administration.

D - Fund Raising and Informational Materials
15. Have solicitations and informational materials, distributed by any means, that are accurate, truthful and not misleading, both in whole and in part.
16. Have an annual report available to all, on request, that includes:
   (a) the organization’s mission statement,
   (b) a summary of the past year’s program service accomplishments,
   (c) a roster of the officers and members of the board of directors,
   (d) financial information that includes: (i) total income in the past fiscal year, (ii) expenses in the same program, fund raising and administrative categories as in the financial statements, and (iii) ending net assets.
17. Include on any charity Web sites that solicit contributions, the same information that is recommended for annual reports, as well as the mailing address of the charity and electronic access to its most recent IRS 990.
18. Address privacy concerns of donors by
   (a) providing in written appeals, at least annually, a means (e.g., such as a check-off box) for both new and continuing donors to inform the charity if they do not want their name and address shared outside the organization, and
   (b) providing a clear, prominent and easily accessible privacy policy on any of its Web sites that tells visitors (i) what information, if any, is being collected about them by the charity and how this information will be used, (ii) how to contact the charity to review personal information collected and request corrections, (iii) how to inform the charity (e.g., a check-off box) that the visitor does not wish his/her personal information to be shared outside the organization, and (iv) what security measures the charity has in place to protect personal information.
19. Clearly disclose how the charity benefits from the sale of products or services (i.e., cause-related marketing) that state or imply that a charity will benefit from a consumer sale or transaction. Such promotions should disclose, at the point of solicitation:
   (a) the actual or anticipated portion of the purchase price that will benefit the charity (e.g., 5 cents will be contributed to abc charity for every xyz company product sold),
   (b) the duration of the campaign (e.g., the month of October),
   (c) any maximum or guaranteed minimum contribution amount (e.g., up to a maximum of $200,000).
20. Respond promptly to and act on complaints brought to its attention by the Better Business Bureau about fund raising practices, privacy policy violations and/or other issues.