

Another Way Texas Shares

Membership Process Checklist

In order to join AWTS, your organization must submit the information/documentation listed below to AWTS. The AWTS Board of Directors will consider your application at one of their regular meetings, usually held in February, May, August, and November. You must get approval from both your own Board of Directors (they should pass a resolution stating their intent to join AWTS) as well as the AWTS Board of Directors, but it does not matter which board you get approval from first.

To be eligible for all fall campaigns in any given year, your membership status must be finalized by the AWTS Board meeting in February, usually scheduled for the first Friday of the month. Please note, your membership status cannot be finalized until all the materials listed below are submitted, however, you may submit your application for preliminary consideration by the AWTS Board even if some materials are not yet available.

date sent

- _____ 1. Preliminary Membership Application
- _____ 2. Organizational Information: Mission Statement, History, Population Served
- _____ 3. List of current programs and projects your organization operates
- _____ 4. Articles of Incorporation
- _____ 5. Uniform Board of Directors Roster
- _____ 6. IRS Letter of Determination of 501(c)(3) Tax Exempt Status
- _____ 7. Previous year's completed IRS Form 990 (if IRS does not require you to file, you must still send Another Way Texas Shares a completed Form 990. Form 990EZ is not an acceptable substitute)
- _____ 8. Current year budget for operations
- _____ 9. Audit for previous year if revenue or expenses exceeded \$100,000 or Financial Review if revenue and expenses were under \$100,000.
- _____ 10. Annual Report for previous year (same fiscal year as 990 and Audit/Review)
- _____ 11. A copy of your organization's policy of non-discrimination
- _____ 12. A copy of your organization's d.b.a., if applicable
- _____ 13. A list of your staff and their positions and full or part-time status, plus an estimate of volunteer hours per year
- _____ 14. Payment of entry fees or letter requesting delay of payment
- _____ 15. Your Board of Directors Minutes indicating resolution to join AWTS

Note: AWTS will send your organization an AWTS Annual Membership Report, and a list of any other information needed for campaign applications when membership is finalized.

If you have any questions about these items or other issues related to membership, please contact AWTS at (800) TX-SHARE or valerie@anotherway.org.