



Standards for Excellence Institute

Accreditation Application Documentation Requirements

Items that Need Board Approval

Standard #	Policy or Document or Action	Date of Board Meeting Approval	Next Review/Action (Specify # of years)	Next Review Date
	Board Approval of Standards for Excellence Application		At time of renewal	
1 A	Mission & Vision Statements		Every 3 to 5 years	
	Strategic Plan		Every 3 to 5 years	
1 E (optional)	Strategic Partnerships Policy		Review every # years	
2A	Board Review of Executive Director Salary		Every year	
	Executive Director Job Description		Review every # years	
	Executive Director Annual Review			
	Review of Board Evaluation		Every year	
	Board Job Description		Every year	
	Board Succession Policy		Review every # years	
(optional)	Executive Succession Policy		Review every # years	
	Board Review of Compensation Structure		Review every # years	
2 B	Board Self-Evaluation Form		Review every # years	
	Board Recruitment Process			
	Board Member Expectation and/or Job Descriptions			
	Compensation Policy			
	Sustainability Plan		Review every # years	
	Personnel Policies		Review every # years	
	Volunteer Policies		Review every # years	
	Diversity, Equity, and Inclusion Plan		Review every # years	
	Code of Ethics		Review every # years	
Standards 3 E	Whistleblower Policy		Review every # years	
	Conflict of Interest Policy and Disclosure Forms			
	Grievance Policy			
	Confidentiality or Privacy Policy			
	Legal and Regulatory Review Report			
	Values Statement			
	Annual Budget Approval			
4 A	Board Review of Percentages spent on Admin, Program, Fund Raising		Every year	
	Board Review of 990		Every year	



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Standard #	Policy or Document or Action	Date of Board Meeting Approval	Next Review/Action (Specify # of years)	Next Review Date
	Board Review of Audit		Every year	
	Financial Policies, including: Internal Controls and Purchasing Policy Investments and Endowment Policy (&Including Unrestricted Net Assets)		Every year	
	IT Policies		Review every # years	
4 D	Communication and Social Media Policy		Review every # years	
	Crisis and Disaster Planning Policy		Review every # years	
	Risk Management Practices		Review every # years	
	General Liability Insurance			
	D&O Insurance			
	Resource Development (Fund Raising) Plan			
5 A & B	Sponsorship Policy		Review every # years	
(optional)	Donor Relationships and Privacy Policy		Review every # years	
5 D	Gift Acceptance Policy		Review every # years	
5 E	Advocacy and Lobbying Policy		Review every # years	
6B	Determining Positions on Public Policy (Public Policies Priorities/Platforms)		Review every # years	



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YOUR ORGANIZATION'S Key Plans, Policies, Documents

Basic Information:

- Articles of Incorporation
- Bylaws
- IRS Form 1023 - Tax exemption request
- IRS Determination letter
- IRS Power of Attorney Designation
- Certificate in Good Standing - Secretary of State
- Certificate in Good Standing - Department of Taxation and Assessments
- State Sales Tax Exemption Certificate
- Registered Agent in states where you do business

Plans:

- Strategic Plan (includes vision, mission, values, SWOT analysis)
- Resource Development Plan
- Crisis Plan
- Communications Plan

Diversity, Equity, Inclusion Plan

Policies (Board Approved):

- Strategic Partnerships
- Executive Leadership Succession Policy
- Employee Handbook (Personnel or HR Policies)
- Volunteer Handbook
- Financial Policies and Procedures
- Investment and Endowment Policies
- Internal Controls Policy
- Purchasing Policy
- Document Destruction and Retention Policy
- Whistleblower Policy
- Conflict of Interest Disclosure Policy
- Grievance Policy (for program participants)
- Confidentiality Policy (for program participants)
- Information Technology Policy
- Communication and Social Media Policy
- Fund Raising Policies (including gift acceptance)
- Donor Privacy Policy
- Determining Positions on Public Policy

Reports:

- Annual Reports
- Program Evaluation Overview and Evaluation Data Reports
- Legal and Regulatory Review Report
- Annual Audit (or Compilation) and Management Letter
- Annual Tax Return Form 990 or 990 EZ



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- Annual State Property Tax Return
- Quarterly Financial Reports

Other Documents:

- Annual Board Calendar
- Employee Job Descriptions
- Employee Performance Evaluation Form
- Board Member List with Term Expiration Dates
- Board Manual
- Board Member Expectations
- Board Self Evaluation Form
- Board, Staff, and Volunteer Diversity Compilations with Community Comparison
- Board, Staff, and Volunteer Orientation topics/agenda
- Board Committee Descriptions
- Board Meeting Minutes
- Board Meetings Agendas and Materials
- Annual Budget
- Compensation Structure
- Organization Chart
- Code of Ethics and Business Conduct
- Memorandum of Understanding for Partnerships and/or Special Events
- Solicitation Disclosures (annual giving, donation requests, sponsorship requests, receipts)
- Calculation of Funds Raised and Fund Raising Costs for Past 5 Years
- Sample of three "public education" materials
- Board Recruitment Process
- Legal and Regulatory Review Report
- Values Statement
- Risk Management Practices
- Determining Positions on Public Policy (Public Policies Priorities/Platforms)