



Standards for Excellence Institute

Accreditation Application 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 & Values Statements | | Every 3 to 5 years | |
| 1 B | Strategic Plan | | Every 3 to 5 years | |
| 1 E | Strategic Partnerships Policy | | Every 3 to 5 years, partnerships would be reviewed by staff annually | |
| 2 A | Bylaws | | Every 3 to 5 years | |
| 2 A | Board Review of Executive Director Salary | | Annual | |
| 2 A | Executive Director Job Description | | Every 3 to 5 years | |
| 2 A | Executive Director Annual Review | | Annual | |
| 2 A | Review of Board Evaluation | | Annual | |
| 2 A | Board Job Description | | Every 3 to 5 years | |
| 2 A | Board Succession Policy | | Every 3 to 5 years | |
| 2 A | Executive Succession Policy | | Every 3 to 5 years | |
| 2 A | Board Review of Compensation Structure | | Every 3 to 5 years | |
| 2 A | Board Self-Evaluation Form | | Review every 2 years | |
| 2 A | Board Succession Planning Process | | Every 3 to 5 years | |
| 2 B | Personnel Policies | | Every 3 to 5 years | |
| 2 B | Volunteer Policies | | Every 3 to 5 years | |
| 2 C | Diversity, Equity, and Inclusion Plan | | Every 3 to 5 years | |
| 3 A | Code of Ethics | | Every 3 to 5 years | |
| 3 A | Grievance Policy | | Every 3 to 5 years | |
| 3 A | Confidentiality or Privacy Policy | | Every 3 to 5 years | |



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| 3 B | Legal and Regulatory Review Report | | Review every 2-3 years | |
| 3 D | Whistleblower Policy | | Every 3 to 5 years | |
| 3E | Conflict of Interest Policy and Disclosure Forms | | Every 3 to 5 years | |
| 4 A | Organization Budget Approval | | Annual | |
| 4 A | Board Review of Percentages spent on Admin, Program, Fund Raising | | Annual | |
| 4 A | Board Review of 990 | | Annual | |
| 4 A | Board Review of Audit | | Annual | |
| 4 B | Financial Policies, including: Internal Controls and Purchasing Policy Investments and Unrestricted Net Assets Policy) | | Every 3 to 5 years | |
| 4 C | Information Technology Policy | | Review every 3-5 years | |
| 4 C | Communication and Social Media Policy | | Review every 3-5 years | |
| 4 C | Crisis and Disaster Planning Policy | | Review every 3-5 years | |
| 4 D | General Liability Insurance | | Organization renews this insurance every year; for organizations that opt to forgo this insurance, annual board vote to forgo needed | |
| 4 D | D&O Insurance | | Organization renews this insurance every year; for organizations that opt to forgo this insurance, annual board vote to forgo needed | |
| 5 A & B | Resource Development (Fund Raising) Plan | | Every 3 to 5 years | |
| 5 D | Donor Relationships and Privacy Policy | | Every 3 to 5 years | |
| 5 E | Gift Acceptance Policy | | Every 3 to 5 years | |
| 6 B | Advocacy and Lobbying Policy | | Review every 2-3 years | |



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YOUR ORGANIZATION'S Key Plans, Policies, Documents

Basic Information:

- Mission Statement
- Vision Statement
- Values Statement
- 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 form in states where you do business

Plans:

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



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- 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
- Annual State Property Tax Return
- Quarterly Financial Reports

Other Documents:

- List of programs and services offered
- Strategic Planning Process Documentation (e.g. Documentation proving the board approved the strategic plan)
- Program Evaluation Tools - (e.g. logic models, surveys, pre- or post- tests)
- Annual Board Calendar
- Employee Job Descriptions or Employment Contract
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- 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
- Risk Management Practices
- Determining Positions on Public Policy (Public Policies Priorities/Platforms)

Updated 4/13/2026