



# EMERGING NONPROFIT MEMBERSHIP APPLICATION

*For nonprofits that have not yet received an IRS 501(c) status*

Full Name of Nonprofit:

Organization Email:

Website: **WWW.**

Address:

City, State, Zip:

Phone:

Fax:

Federal Employer ID number:

NTEE Code (see page 2):

Primary Contact Person:

Phone:

Title:

Email:

How did you hear about us?

By becoming a Maryland Nonprofits Emerging Nonprofit Member, we are committing to the Guiding Principles and fundamental values of the **Standards for Excellence® code** as stated on page two. We also permit Maryland Nonprofits to include my organization in its member list online and in other publications.

Signature:

Date:

Have you Incorporated?  No  Yes If yes, year incorporated: \_\_\_\_\_

Is your Board of Directors comprised of more than three unrelated individuals?  Yes  No

Have you filed your Form 1023?  No  Yes If yes, month and year filed: \_\_\_\_\_

## **DUES for Emerging Nonprofit Members are \$100.**

**Membership becomes active when payment (by check or charge) is received.** We will send a renewal notice for next year's membership two months before this membership expires. *After receiving your 501(c) status from IRS, please renew at Nonprofit Membership dues rates, based on organization's budget.*

- Check enclosed for \$100 (payable to Maryland Nonprofits), or  
 Charge \$100 to my:  
 Visa  MasterCard  AmEx  Discover

Account Number:

Exp Date:

Name on Card:

### **Return application and payment, to:**

Maryland Nonprofits, 1500 Union Avenue, Suite 2500, Baltimore, MD 21211

### **Forming a nonprofit?**

Purchase our "How to Start a Nonprofit" publication, or attend one of our trainings on starting a nonprofit. For more information, visit our website at: [www.marylandnonprofits.org/dnn/Strengthen/StartingaNonprofit.aspx](http://www.marylandnonprofits.org/dnn/Strengthen/StartingaNonprofit.aspx)

*Maryland Nonprofits' mission is to strengthen, educate, and engage nonprofit organizations so they can successfully achieve their missions.*



# STANDARDS FOR EXCELLENCE® : An Ethics and Accountability Code for the Nonprofit Sector

## GUIDING PRINCIPLES

### I. MISSION AND PROGRAM

Nonprofits are founded for the public good and operate to accomplish a stated purpose through specific program activities. A nonprofit should have a well-defined mission, and its programs should effectively and efficiently work toward achieving that mission. Nonprofits have an obligation to ensure program effectiveness and to devote the resources of the organization to achieving its stated purpose.

### II. GOVERNING BODY

Nonprofit are governed by an elected, volunteer board of directors that should consist of individuals who are committed to the mission of the organization. An effective nonprofit board should determine the mission of the organization, establish management policies and procedures, assure that adequate human resources (volunteer and/or paid staff) and financial resources (earned income, government contracts and grants, and charitable contributions) are available, and actively monitor the organization's financial and programmatic performance.

### III. CONFLICT OF INTEREST

Nonprofit board and staff members should act in the best interest of the organization, rather than in furtherance of personal interests or the interests of third parties. A nonprofit should have policies in place, and should routinely and systematically implement those policies, to prevent actual, potential, or perceived conflicts of interest.

### IV. HUMAN RESOURCES

A nonprofit's relationship to its employees and volunteers is fundamental to its ability to achieve its mission. Volunteers occupy a special place in nonprofit organizations, serving in governance, administrative and programmatic capacities. An organization's human resource policies should address both paid employees and volunteers, and should be fair, establish clear expectations, and provide for meaningful and effective performance evaluation.

### V. FINANCIAL AND LEGAL

Nonprofits must practice sound financial management and comply with a diverse array of legal and regulatory requirements. A nonprofit's financial system should assure that accurate financial records are kept and that the organization's financial resources are used in furtherance of the organization's charitable purposes. Organizations should conduct periodic reviews to address regulatory and liability concerns.

### VI. OPENNESS

Nonprofits are private corporations that operate for public benefit with support from the general public. As such, they should provide the public with information about their mission, program activities, and finances. A nonprofit should also be accessible and responsive to members of the public who express interest in the affairs of the organization.

### VII. FUNDRAISING

Charitable fundraising provides an important source of financial support for the work of most nonprofit organizations. An organization's fundraising program should be maintained on a foundation of truthfulness and responsible stewardship. Its fundraising policies should be consistent with its mission, compatible with its organizational capacity, and respectful of the interests of donors and prospective donors.

### VIII. PUBLIC AFFAIRS AND PUBLIC POLICY

Nonprofits provide important vehicles through which individuals organize and work together to improve their communities. Nonprofits should represent the interests of the people they serve through public education and public policy advocacy, as well as by encouraging board members, staff, volunteers and constituents to participate in the public affairs of the community.

#### NTEE Code Classification System:

Please enter on page 1, the letter code from the list below that best describes your nonprofit.

|  |  |
|--|--|
| <b>A</b> Arts, Culture & Humanities                | <b>N</b> Recreation & Sports                     |
| <b>B</b> Education                                 | <b>O</b> Youth Development                       |
| <b>C</b> Environment                               | <b>P</b> Human Services                          |
| <b>D</b> Animal-Related                            | <b>Q</b> International                           |
| <b>E</b> Health Care                               | <b>R</b> Civil Rights                            |
| <b>F</b> Mental Health                             | <b>S</b> Community Improvement                   |
| <b>G</b> Diseases, Disorders & Medical Disciplines | <b>T</b> Philanthropy, Voluntarism & Grantmaking |
| <b>H</b> Medical Research                          | <b>U</b> Science & Technology                    |
| <b>I</b> Crime & Legal Related                     | <b>V</b> Social Science                          |
| <b>J</b> Employment                                | <b>W</b> Public & Societal Benefit               |
| <b>K</b> Food, Agriculture & Nutrition             | <b>X</b> Religion-related                        |
| <b>L</b> Housing & Shelter                         | <b>Y</b> Mutual & Membership                     |
| <b>M</b> Public Safety, Disaster Prep & Relief     |  |

As you enroll in membership with Maryland Nonprofits, please take advantage of the various benefits available to [save your non-profit time and money!](#)

- Educate
  - Training & Free Technical Assistance
  - Annual Conference
  - Members-only communications
  - Training Passport to stabilize your educational costs
- Strengthen
  - Standards for Excellence® program featuring Management Policy templates
  - Job bank to advertise open positions for free
  - Consulting Services
- Membership Benefits
  - Insurance and Employee Benefits, including
    - D & O Liability Insurance
    - Worker's Compensation
  - Group-buying Discounts, including Office supplies, technology, energy, conference calling, and more!
- Advocacy and research on sector-wide issues

We'll mail the complete list of benefits in your Welcome Packet, or visit [www.marylandnonprofits.org](http://www.marylandnonprofits.org)