



Community**Shares**

www.cshares.org

Member Agency Policy Manual

Approved by CSC Board of Directors December 2, 2008

TABLE OF CONTENTS	PAGE
1. Definitions	3
2. Mission of Community Shares of Colorado	3
3. Guiding Principles of Community Shares of Colorado	3
4. Purpose of Community Shares of Colorado	3
5. Acceptance of New Members	3
6. Criteria for Membership	3
7. Member Orientation	4
8. Requirements of Participation for Member Organization	4
9. Compliance with Member Criteria and Participation Requirements	5
10. Member Recertification of Campaign Eligibility	5
11. Member Excellence Standards	6
12. Corrective Action Policies	6
13. Allocations of Funds	6
14. Minimum Income Policy	7
15. Resignations	7
16. Member agency Dissolution or Absorption	7
17. Conflict of Interest Policy	7
18. Policy on Use of Names of Donors	8
Addendum 1 : Definitions	9
Addendum 2 : Annual Member Recertification of Campaign Eligibility Process	10
Addendum 3 : Member Excellence Standards	11
Addendum 4 : Participation Unit Opportunities	13
Addendum 5 : Member Dues	12
Addendum 6 : Thanking Workplace Donors	14

Community Shares of Colorado (CSC) Policy Manual

1. Definitions (see Addendum 1)
2. Mission of Community Shares of Colorado:
We connect Coloradans to the charities and causes they care about most.
3. Guiding Principles of Community Shares of Colorado
 - a. Choice in giving: We believe that individuals should decide what they wish to support.
 - b. Local significance: We believe in the capacity and vitality of local nonprofit organizations that address issues of concern affecting Colorado.
 - c. Membership diversity: We believe that including a broad spectrum of nonprofit organizations in our membership best serves our community.
 - d. Financial credibility and clarity: We believe that organizational efficiency and financial accountability provide the level of integrity that donors seek.
4. Purpose of Community Shares of Colorado
 - a. To raise and allocate money to the member organizations.
 - b. To increase public visibility of member organizations.
 - c. To promote cooperation between member organizations and to provide a forum for diverse organizations to network.
5. Acceptance of New Members

Acceptance of new member organizations shall be by vote of two-thirds (2/3rd) majority vote of CSC's member groups voting at the annual business meeting. All members will be considered in good standing, unless on inactive status, and will be included in the CSC's campaign brochure and in public campaign applications, if applicable.
6. Criteria for Membership

Each member organization must meet all the following criteria in order to be considered for membership and must continue to meet the criterion each year to be eligible to participate. CSC member agencies must:

 - a. Be recognized by the IRS as a 501(c)(3) organization. Each member organization shall be recognized by the IRS as a 501(c)(3), tax-exempt organization, or be a legal affiliate of such an organization.
 - b. Have a board of directors that meets regularly.
 - c. Have been in existence in Colorado for at least one year.
 - d. Organizations of organizations (i.e. coalitions) may be eligible for membership in CSC. The organization itself shall decide how to meet CSC's volunteer requirements.
 - e. Chapters of statewide organizations may be eligible for membership in CSC as long as their statewide body is not a member. Should the statewide body join, the local chapter shall withdraw from independent membership in CSC and participate through the statewide organization.
 - f. Community Shares of Colorado does not discriminate against individuals on the basis of race, color, religion, creed, national origin, gender, age, sexual orientation, gender expression, marital status, military status, veteran status, physical or mental



disability or any other unlawful basis in the administration of services, employment, volunteers, membership or leadership.

- g. Have a current Certificate of Good Standing from the Secretary of the State of Colorado.
- h. Registered in good standing according to the Colorado Charitable Solicitations Act (Title 6, Article 16, C.R.S.).
- i. Agree that all of the funds received through Community Shares shall benefit Coloradoans.
- j. Not enter into any new combined fundraising campaigns in Colorado except as a member of CSC. Once an organization has signed an annual membership agreement with CSC, they cannot become a member of another workplace giving federation for that year.
- k. Demonstrate a willingness to work cooperatively with other organizations.

7. Member Orientation

All new organizations admitted to membership in CSC shall attend a formal new member orientation.

8. Requirements of Participation for Member Organizations

Each member organization is expected to participate in the organization, planning and work of CSC. The amount of work any organization contributes to CSC will vary from time to time in relation to the annual calendar. This should be expected and not serve as reason for refusal to contribute additional work if necessary or requested. Minimum participation for each member organization shall include:

- a. Pay Annual Dues. Annual dues shall be paid upon invoice by CSC and are due by February 1 each year. (See Addendum 5: Member Dues)
- b. Designate a Contact Person for Shares. Member organizations shall designate a contact person as the primary representative to CSC. It is recommended that the contact person be the executive director or other key staff member. If a member organization has no paid staff, the organization shall assign key organizational leaders as primary and alternate representatives to CSC.
- c. Commit to fulfilling Participation Units. Each member shall commit to participating in mutually beneficial activities that seek to increase revenues to the overall giving campaign, build capacity for CSC and its member agencies, and to engage more community members to participate in community philanthropy. Members shall produce work to accumulate, at a minimum, twenty (20) Participation Units per calendar year. (See Addendum 4: Participation Unit Opportunities)
- d. Attend two (2) member meetings held annually.
- e. Annually provide documentation requested by CSC in compliance with Member Recertification of Campaign Eligibility and Member Excellence Standards. All member organizations shall submit all materials requested by CSC by deadlines indicated on the request. Failure to comply with documentation deadlines may result in fines to the member organization. (See Addendum 2: Campaign Eligibility Recertification and Addendum 3: Member Excellence Standards.)
- f. Offer an internal workplace giving campaign. All member organizations with paid staff shall encourage employees to participate through payroll deduction in the annual fall workplace giving campaign. Willingness to participate is a requirement of all member groups.
- g. Arrange for regular Community Shares agenda item at meeting of your board of

directors. Each member group is responsible for ensuring discussions regularly at meetings of their boards of directors. Groups are encouraged to notify Community Shares of meetings when a representative from CSC may attend and meet with the board annually.

- h. Attend annual campaign workshops held during campaign season. Every member organization will be given the tools to effectively campaign at worksites on behalf of their own organization, as well as CSC. If an organization fails to send one or more representatives to any of the workshops offered, they will not be contacted to give campaign presentations that fall. However, it is acceptable to send volunteers, staff and board members so that you may have full advantage of any opportunities that arise.

9. Compliance with Member Criteria and Participation Requirements

Compliance to the criteria for membership and the requirements of participation will be reviewed annually by the Membership Committee. Any member organization that fails to fulfill the minimum requirements during a calendar year, as set forth above, may incur the following:

- a. Volunteer inactive status: A member agency may voluntarily ask to be put on inactive status anytime during the calendar year if they are unable to meet membership criteria and/or requirements for participation and recertification. The member agency should notify CSC as soon as possible of this decision and should have approval from their Board of Directors. Volunteer inactive agencies will not be listed in CSC brochures or other publications but will receive designated and undesignated funds from the prior campaign.
- b. Involuntary inactive status: If a member agency is unable to meet membership criteria and/or requirements for participation and recertification they will be asked by the CSC Board to become inactive. Inactive agencies will not be listed in CSC brochures or other publications and will only receive designated funds from the prior campaign.
- c. Membership revoked: After one year of inactive status, a member agency may choose to revoke their membership with CSC. If CSC is not contacted in due time regarding inactive status, the agency's membership will be automatically revoked from CSC.
- d. A group that cannot meet the criteria or requirements must present a plan to the CSC board that corrects the problems within 90 days of the problem coming to the attention of the CSC staff or board members.
- e. Appeals: If an organization does not agree with the decision of the Membership Committee, it may appeal to the Executive Committee at a scheduled board meeting. Should further information or deliberation be required, the Executive Committee may postpone a final vote on the appeal to the next regularly scheduled board meeting. A decision on the appeal shall be made by those board members present and voting.

10. Member Recertification of Campaign Eligibility

To evidence member agencies' compliance with the qualifications and criteria for Community Shares campaigns, each member agency will be asked to submit a recertification packet each year. Failure to submit any documentation may lead to a member agency being placed on inactive status or may cause a member agency to have their membership revoked. (See Addendum 2: Member Certification of

Campaign Eligibility)

11. Member Excellence Standards

To evidence member agencies' compliance with the qualifications and criteria for Community Shares' Member Excellence Standards, each member agency will be asked to submit documentation each year. Failure to submit documentation may lead to a member agency being placed on inactive status or may cause a member agency to have their membership revoked. (See Addendum 3: Member Excellence Standards)

12. Corrective Action Policies

The success and effectiveness of CSC depends upon the active involvement of all its member organizations. Each year the Membership Committee evaluates all member organizations' adherence to standards of participation to insure that each group is meeting its responsibility to all other members and to CSC. Failure to meet membership requirements shall have the following consequences:

- a. Failure to pay dues: Each member organization will be notified of their dues obligation each year. If a group is unable to meet the dues deadline, CSC staff should be contacted immediately. Failure to pay dues may result in a member agency being placed on inactive status or having their membership revoked. (see Addendum 5: Member Dues)
- b. Failure to provide required Member Recertification of Campaign Eligibility documents may result in the following:
 - i. If an organization does not sufficiently provide documents requested by the CSC staff to recertify campaign eligibility, it will not be represented in any employee giving campaigns for that calendar year and will be placed on inactive status.
 - ii. If an organization does not make a good faith effort to comply with recertification requests within the deadline period specified, it will automatically be placed on inactive status for that campaign (calendar) year.
- c. Failure to provide Member Excellence Standards documents requested by the CSC staff.
 - i. If an organization does not make a good faith effort to comply with documentation requests within the deadline period specified, it will automatically be placed on inactive status for that campaign (calendar) year.
- d. Failure to submit reports by deadlines may result in a fine imposed daily for each business day that the report is late.
- e. If an agency is voluntarily or involuntarily placed on inactive status, they will automatically forfeit any undesignated funds received during the last campaign.
- f. Failure to meet required participation units for a calendar year may result in an agency being placed on inactive status.

13. Allocations of Funds

Payment schedule: Payments of campaign donations to members are made quarterly beginning the year following the giving campaign, approximately May, September, December and March.

- a. Designations: Community Shares honors all employee contributions designated to member groups. Community Shares honors all employee designations for direct contributions to expanded choice agencies confirmed as recognized by the IRS as

- a 501(c)(3), tax-exempt organization.
- b. Shares Fund: All monies designated to the Shares Fund are divided among member organizations in inverse proportion to designation.
- c. Undesignated funds: Undesignated funds are contributed to the Shares Fund.
- d. Percentage withheld: A percentage of each donation (currently 15.0%) is retained from contributions to finance Community Shares' operating expenses, with the exception of campaigns with participation requirements affecting withholding fees.

14. Minimum Income Policy

There is not a minimum income policy for CSC. No agency is guaranteed any amount from campaign distributions.

15. Resignations

Any organization that leaves Community Shares during a campaign year and has not gone out of business or been absorbed by a for profit entity shall receive designated contributions from campaigns in which they participated minus any assessments levied against them while they were participating members of Community Shares and minus the approved administrative percentage. They shall not receive any share of the undesignated shares for that same campaign season.

16. Member Agency Dissolution or Absorption

Any organization that is absorbed into another nonprofit or dissolves during a year in which they are receiving campaign funds, shall notify CSC in writing. Any further distributions will be handled as follows:

- a. If the organization would like to recommend funds be directed to an alternate nonprofit recognized by the IRS as a 501(c)(3), tax-exempt organization, they must indicate so in writing.
- b. The staff at CSC will notify each donor who designated funds to the organization who has gone out of business. The donor will be asked if their donations can be distributed per the organization's wishes, or if they would like to re-designate their donation. They will be given a deadline in which to contact the CSC staff. If the staff does not hear from the donor, the designations will be sent per the agency's wishes. If a donor notifies us, in writing, where they want their donation re-designated, the staff will comply with those wishes.

17. Conflict of Interest Policy

- a. The Model Nonprofit Corporation Act requires that the directors of a nonprofit corporation abide by a Duty of Loyalty, which requires a director act with trustworthiness and integrity. A director's actions must be in allegiance to the organization, its mission and the constituents to be served. A director must act in the best interest of the organization, not in his/her own interest. The federal tax law specifically requires that no profits or assets of an exempt organization inure to the benefit of officers and directors or other private individuals.
- b. It is the policy of CSC that it is our ethical obligation to use resources solely for the benefit of our members, and issues and matters of interest to Coloradoans. A conflict of interest may exist when the interests or concerns of any director, member group representative, alternate representative, at large member or staff member or said persons' immediate family, or any party, groups or organizations to which said person has allegiance, may be seen as competing with the interests of

concerns of CSC.

- c. Any possible conflict of interest shall be disclosed to the board of directors by the person with a possible conflict. When such conflict of interest is relevant to a matter requiring action by the Board of Directors, the interested person shall call it to the attention of the CSC Board of Directors and such person shall not vote on the matter. Moreover, the person having a conflict shall retire from the room in which the Board is meeting and shall not participate in the final deliberation or decision regarding the matter under consideration. However, that person shall provide the Board with any and all relevant information concerning the matter under consideration.
- d. The minutes of the meeting of the Board shall reflect that the conflict of interest was disclosed and that the interested person was not present during the final discussion or vote and did not vote. When there is a doubt as to whether a conflict of interest exists, the matter shall be resolved by a majority vote of the Board of Directors, excluding the person about whose situation the doubt has arisen.
- e. A copy of this conflict of interest statement shall be given to each director, member group representative, alternate representative, at large member and staff member who is presently serving CSC, or who may hereafter become associated with CSC.
- f. This policy shall be reviewed annually for the information and guidance of directors, member group representatives, alternate representatives, at-large members and staff members. Any new directors, member group representatives, alternate representatives, at large members and staff members shall be advised of the policy upon undertaking the duties of such office.

18. Policy on Use of Donors' Names

Community Shares and each of its member organizations shall honor the basis goal of workplace giving: to ensure that employees are not overwhelmed with solicitations from charitable organizations. To honor this goal, workplace donors pledging or contributing to CSC member agencies shall not be individually solicited further by CSC.

- a. Member agencies should treat any donation received through CSC campaigns like other donations to the agency and acknowledge the gift appropriately. (See Addendum 5: Thanking Workplace Donors)
- b. Exception: Per Combined Federal Campaign (CFC) policy, donors may not be solicited by participating agencies outside of the scope of the giving campaign.
- c. Members violating the Combined Federal Campaign policy jeopardize the eligibility of the federation as a whole from workplace giving campaigns and their membership in CSC may be terminated.



ADDENDUM 1

Definitions

- **CAMPAIGN MANAGEMENT FEE:** The amount a federation retains from a donation to cover operating costs. For CSC, the amount retained is 15.0% except in campaigns which specifically prohibit or limit fees.
- **COLORADO COMBINED CAMPAIGN (CCC):** The workplace campaign for State of Colorado employees. Individual agencies can participate as members of a federation. Participation allowed if established criteria is met. Information about federations and their agencies appears in a booklet that the CCC compiles and distributes. Distribution of independent materials is restricted.
- **COMBINED FEDERAL CAMPAIGN (CFC):** The workplace giving campaign for Federal employees throughout Colorado. Criteria, participants and information is similar to the CCC. There are six CFCs in Colorado: Denver Metropolitan, Pikes Peak, Weld County, Larimer County, Southwest Colorado, and Utah.
- **DENVER EMPLOYEES COMBINED CAMPAIGN (DECC):** The workplace giving campaign for City and County of Denver employees. Criteria, participants and information are similar to the CCC and CFC.
- **DESIGNATED FUNDS:** Contributions donors have specified to member agency.
- **EMPLOYEE GIVING CAMPAIGNS or WORKPLACE GIVING CAMPAIGNS:** An organized activity to solicit donations from employees for nonprofit agencies. Donations are typically made through payroll deduction.
- **ENTERPRISE ZONES:** Enterprise Zone is a tax credit program that allows businesses and individuals to receive tax credits against their State tax liability by donating to nonprofit organizations registered with the Colorado Department of Revenue and are located within an Enterprise Zone. Any EZ donation given through a CSC / PFC campaign must be \$500 or more. EZ agencies are denoted in the CSC / PFC brochure. (In order for anyone to take advantage of this EZ credit, the check must be made out to the EZ agency. This option is not available for payroll deduction.)
- **FEDERATION:** A group of nonprofit agencies organized for purposes of supplying common fundraising, administrative, and/or management services to its members. Also known as an “umbrella group” or “umbrella organization”. Federations based locally, in addition to Community Shares, are: local United Ways, Community Health Charities, Caring Connection, and Black United Fund.
- **PARTNERSHIP FOR COLORADO (PFC):** Four federations that work together to efficiently offer more choice in workplace giving campaigns. Operates in the six county Denver Metro areas only. PFC has its own brochure and pledge card. PFC conducts many campaigns side-by-side Mile High United Way. Participants are: Black United Fund, Caring Connection, Community Health Charities, and Community Shares.
- **SHARES FUND:** Contributions are distributed to all participating member agencies in inverse proportion to their designations. Appears on the Community Shares pledge form and in the Community Shares brochure.
- **SIDE-BY-SIDE:** A campaign where two or more federations (ex., Community Shares and United Way) operate independently but simultaneously.
- **UNCOLLECTIBLE/SHRINKAGE:** Pledges which are not collected because an employee quits or cancels the deduction. It is the difference between the amount expected and the amount received.
- **UNDESIGNATED FUNDS:** Contributions donors have not designated to a specific agency or to the federation.
- **WORKPLACE GIVING CAMPAIGNS or EMPLOYEE GIVING CAMPAIGNS or CHARITABLE GIVING CAMPAIGNS:** An organized activity to solicit donations from employees for nonprofit agencies. Donations are typically made through payroll deductions.

ADDENDUM 2

Member Recertification of Campaign Eligibility

Per section 10 of the Membership Policy Manual, each member organization must submit several pieces of documentation on an annual basis to recertify they meet the participation eligibility requirements of the various campaigns managed by Community Shares of Colorado.

Community Shares annually certifies the eligibility of our member agencies to participate in the Denver Employees' Combined Campaign (DECC), Colorado Combined Campaign (CCC), and the six local Combined Federal Campaigns (CFC). The federation is subject to annual audits by the combined campaigns. Community Shares may be removed from a giving campaign for falsely certifying the eligibility of a member agency. If a member organization has supplied incorrect or incomplete information, Community Shares will not submit the organization's application.

The combined campaigns are managed by independent volunteer committees that set participation requirements annually. For a full copy of the policies and procedures of any combined campaign, please contact membership@cshares.org.

Because the requirements change annually, the following is a list of basic eligibility requirements to participate in Community Shares giving campaigns. A full list of Member Recertification of Campaign Eligibility requirements is distributed to the membership annually, typically in January or February.

ALL CSC AGENCIES ARE REQUIRED TO SUBMIT THE FOLLOWING:

- A. Certificate of Good standing dated no older than one year prior to submittal. (This can be obtained from www.sos.state.co.us)
- B. Colorado Nonprofit Solicitations Law registration must be in good standing. (This may also be obtained from www.sos.state.co.us)
- C. A copy of the organization's mission.
- D. A copy of the organization's 501(c)(3) determination letter.
 - a. The organization's 501(c)(3) determination letter must have the current address which will be checked against the most recently submitted IRS 990.
 - b. It is good practice to request a recently dated copy of your 501(c)(3) determination letter. If your determination letter is more than five years old, please consider requesting a new copy.
- E. A copy of the organization's Non-Discrimination Policy. It must pertain to board members, staff, employees, persons served/clients, and volunteers.
- F. Current list of Board of Directors including board terms, places of employment, and city/state addresses.
- G. IRS 990 dated within 18 months of the documentation request.
 - a. Must include all attachments and schedules.
 - b. Must be signed by an officer.
- H. Financials dated within 18 months of the documentation request. Submit one of the following:
 - a. Audit by an independent auditor
 - b. Review by an independent auditor or CPA
 - c. Financial statements (balance sheet, income statement, profit & loss)
- I. The organization's most recent Annual Report (dated within 18 months of the documentation request) the following must be included in the document:
 - a. Description of Programs and Activities
 - b. Names of Chief Administrative personnel (staff)
 - c. Names and location of business for Board of Directors
 - d. Methods of solicitation and sources of contributions
 - e. Financial information including revenues, expenses, and administrative percentage

ADDENDUM 3

Member Excellence Standards

Per section 11 of the Membership Policy Manual, each member organization must submit several pieces of documentation on an annual basis to certify they meet Community Shares' Member Excellence Standards. The Member Excellence Standards are approved by the board of directors annually and compliance is evaluated by the Membership Committee.

The goal of the Member Excellence Standards is to better fulfill Community Shares' role in presenting the work of our member agencies to our workplace giving partners and the local giving community.

Currently, the Member Excellence Standards are based on the narrative sections of the revised Colorado Common Grant Application. The board of directors has also set baseline expectations related to nonprofit governance. The board of directors referred to industry evaluation standards including IRS guidelines, the Colorado Nonprofit Association's Principles and Practices Guide, and the Better Business Journal's Wise Giving Alliance to set the baseline standards.

Baseline expectations of nonprofit governance:

- A minimum of five members on a board of directors.
- Members of the board of directors will not be financially compensated.
- The board of directors administers an annual review of the ED/CEO.
- Agencies with revenue exceeding \$250,000 will conduct an annual independent audit.
- 100% of the board of directors contribute financially to the agency.
- Board of directors operate on and enforce term limits.

In addition, the board of directors from time to time will identify points of excellence in nonprofit management. The Member Excellence Standards will include questions evaluating how member agencies are addressing those trends and assess how Community Shares can provide technical assistance to help members integrate current best practices.

The Membership Committee will annually review the criteria of the Member Excellence Standards and set a baseline of compliance. All members will receive a report from the Membership Committee detailing areas of compliance and areas outside the baseline.

Member agencies with three or more areas outside the compliance baseline will meet with representatives of the Membership Committee and Community Shares to develop a Membership Compliance plan to achieve Member Excellence Standards. The plan will include a timeframe for each goal (not to exceed three years) and will take into consideration the organizational capacity of the member organization.

Member agencies that do not meet the goals established in their Membership Compliance plan will be subject to corrective action as outlined in Section 9 of the Membership Policies.



ADDENDUM 4

Participation Units Opportunities

In an effort to keep participation requirements current with the changing nature of membership within Community Shares, we are shifting what has been known in the past as Participation Hours to Participation Units.

Participation units are devised to maximize the contribution and impact of a member agency's partnership with Community Shares. This partnership is mutually beneficial and is marked by activities that seek to increase revenues to the overall giving campaign, build capacity for Community Shares and its member agencies, and to engage more community members to participate in community philanthropy.

The participation activities have been divided into Promoting Community Giving activities and Participating in Community Shares Activities to better foster an understanding of the partnership between your agency and Community Shares. Although this is a fairly comprehensive list, there are other possible activities that may count toward Participation Units. Please contact Community Shares with any suggestions you have for activities to be considered for Participation Units.

Each member agency is responsible for tracking CSC Participation Units on the form provided. Time spent and recorded on these activities is at the discretion of each member agency and subject to review in order to remain in good standing as a CSC member organization. Participation Units should be reported to CSC by January 15th of each year.

See following page for a table of activities and participation units.



Community Shares Participation Units Opportunities

Promoting Community Giving

Activity	Units
Initiate a face-to-face meeting with a decision-maker to discuss workplace giving	2
If company runs a CSC giving campaign	3
CSC banner ad on your agency's website	3
Newsletter article promoting workplace giving	2
Run a giving campaign at your agency	3
Inviting CSC to speak to your agency's board of directors	3
about partnership with CSC	3
Complete agency's profile on My Colorado	3
CSC logo on your agency's letterhead	2
CSC logo on your agency's hardcopy or electronic newsletter	2
Provide promotional opportunity for CSC at your agency's special event	2
Speak at campaign event	1 unit per hour
Table at campaign fair	1 unit per hour
Travel time for any activity	1 unit per hour
Submit up to three client/program story for CSC use	1 unit per story
Submit cause channel posts on My Colorado	0.5 per post

Participating in Community Shares Activities

Activity	Units
Participation on CSC board of directors	20
Participation on CSC committee or task force	1 unit per hour
In 2008: Complete documentation, including Membership Excellence Standards, by due date	3
Attend winter member meeting	2
Attend summer member meeting	2
Attend Harvest Run	2 per participant
Attend Summer Celebration	2 per participant
Provide auction item for Summer Celebration	2
Attendance at chapter meetings	1 unit per hour
Signing up for Automatic Funds Transfer	2
Volunteer Participation	1 unit per hour
Travel time for any activity	1 unit per hour

ADDENDUM 5 Member Dues

1st and 2nd Years of Membership

Agency Revenue (1)	Dues
up to \$100,000	\$ 300.00
up to \$500,000	\$ 400.00
up to \$1,000,000	\$ 500.00
over \$1,000,000	\$ 600.00

Each Year Thereafter

Net Campaign Revenue (2)	Dues
up to \$2,000	\$ 220.00
\$2,001 - \$3,000	\$ 238.00
\$3,001 - \$4,000	\$ 403.00
\$4,001 - \$5,000	\$ 517.00
\$5,001 - \$6,000	\$ 605.00
\$6,001 - \$7,000	\$ 715.00
\$7,001 - \$8,000	\$ 825.00
\$8,001 - \$9,000	\$ 935.00
\$9,001 - \$10,000	\$ 1,045.00
\$10,001 - \$15,000	\$ 1,375.00
\$15,001 - \$20,000	\$ 1,811.00
\$20,001 - \$25,000	\$ 2,250.00
\$25,001 - \$30,000	\$ 2,750.00
\$30,001 - \$35,000	\$ 3,250.00
\$35,001 - \$40,000	\$ 3,750.00
\$40,001 - \$45,000	\$ 4,250.00
\$45,001 - \$50,000	\$ 4,750.00
\$50,001 - \$55,000	\$ 5,250.00
\$55,001 - \$60,000	\$ 5,750.00
\$60,001 and above	\$ 6,000.00

(1) from line 12 on agency's IRS Form 990

(2) from Campaign Summary by Agency Report

Dues may be withheld from distributions. However, agencies are encouraged to pay 50% of dues when invoiced and withhold the rest. The option to withhold from distributions is not available for agencies in the first year of membership.

ADDENDUM 6 Thanking Workplace Donors

IT IS THE RESPONSIBILITY OF EACH ORGANIZATION TO THANK THEIR DONORS!

Each campaign season (generally August – December each year) many employees give through their place of employment either through check, cash, charge or payroll deduction. Community Shares receives this information throughout October – March each year and distributes the information to member nonprofits January/February and March/April.

The combined campaigns are not required to have donor information to each federation until:

- DECC and CCC – March
- Combined Federal Campaigns – Federations are to receive donor names (for those who elect to be thanked) no later than March 15.

GENERAL GUIDELINES FOR THANKING DONORS

- **If a donor has given a one-time gift of cash, check or charge:**

Thank you very much for your generous donation of \$_____ to [agency name] through your company's [workplace giving, employee giving, charitable giving, etc.] campaign.

- **If the donor has pledged an amount to be deducted from their paycheck during the calendar year:**

Thank you very much for your \$_____ pledge to [agency name] through your company's [workplace giving, employee giving, charitable giving, etc.] campaign. Your continued support throughout the year will provide...

Other points:

- If a donor has any questions about tax receipts or tax reporting, please have them contact the CSC office. There is also tax information for donors available on the CSC Web site.
- Please enter and track donors in your database. They should be thanked and treated as any other individual donor.
- It is up to your organization whether you would like to thank the donor including the specific amount donated. If you elect to name an amount, always thank the payroll deduction donors for the full amount they have pledged.
- Your organization may receive “direct checks” or “direct charges” from donors. These are donations where the check is written directly to an agency. We mail these directly to you for your deposit. Your organization is responsible for sending any legally required tax receipts or tax credit documentation for these gifts. Although you receive this money in the fall, the direct donations will be added to your overall campaign total for the year and appropriate fees will be assessed at that time.
- Please thank all the donors on these lists within 30 days.
- If there is not an address provided on a donor list, Community Shares of Colorado was not given the address or they elected not to be contacted. Please don't call and ask because we cannot release the information.

