**Agency Information Form**

*Thank you for your interest in the Nonprofit Boards Clearinghouse (NPBC) Board Placement Service. The NPBC reviews Agency application forms on a rolling basis from September to May.*

## 1. Agency contact details

|  |  |  |  |
| --- | --- | --- | --- |
| Date of submission: |  | Is this a new application or an information update? |  |
| Agency name: |  | | |
| Agency director: |  | Director’s title: |  |
| Primary contact for NYJL: |  | Primary contact’s title: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Agency mailing address** | | | | | | | |
| Street: |  | | | | | Suite: |  |
| City: |  | | State: | **NY** | | Zip code: |  |
| Preferred phone #: |  | | Fax #: |  | | | |
| Email address: |  | | | | | | |
| Agency mission statement: |  | | | | | | |
| Years active as a registered 501(c)(3): | |  | Agency website: | |  | | |

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## 2. Board contact details

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| --- | --- | --- | --- | --- | --- | --- |
| Number of Board members (maximum): |  | Number of Board members (active): |  | Number of new Board members needed: | |  |
| Board chair/president name: |  | | | | | |
| Board chair/president  title, employer: |  | | Board chair/president  phone number: | |  | |
| Board chair/president email address: |  | | | | | |
| Nominating chair (or other contact): |  | | | | | |
| Nominating chair  title, employer: |  | | Nominating chair  phone number: | |  | |
| Nominating chair email address: |  | | | | | |

|  |  |
| --- | --- |
| **Board information: meetings & requirements** | |
| Time, location, and frequency of meetings: |  |
| Expected time commitment of Board members: |  |
| Financial support expected of Board members: |  |
| Committee service expected of Board members: |  |
| Nominations process for new Board members:  (*May include timing of application, review, election, etc.*) |  |
| Is D&O Liability Insurance required of Board members? |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Board skills: Please rank those skills currently needed from 1-5.**  **5=most needed, 1=least needed.** | | | | | | | |
|  | Finance |  | Legal |  | Personnel management |  | Strategic planning |
|  | Fundraising |  | Advocacy |  | Volunteer management |  | Other: |
|  | Grant writing |  | Marketing |  | Computers/IT |  | Other: |
|  | Special events |  | Press/PR |  | Education/Training |  | Other: |

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## 3. Board members: NYJL and NPBC connections

*If you currently have NYJL members on your Board and/or graduates of the NPBC course on your Board, please list their information here.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Board member name:** | **Year(s) of Board service (i.e. 2004-today):** | **If still active, current role on Board:** | **Course alumnus, NYJL volunteer or both?** |
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## 4. Submission Checklist

*Please include the following materials in your submission package.*

1. A signed copy of the NPBC Agency Application form (this document). ☐
2. A recent copy of Parts I through III of your Agency’s 990 form. ☐
3. Proof of 501(c)(3) status. ☐
4. Recent marketing materials (e.g. brochures, newsletters). ☐
5. A current Board roster and description of specific Board member responsibilities. ☐

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Agency name*) requests the Nonprofit Boards Clearinghouse (NPBC) of The New York Junior League connect this Agency to alumni of the NPBC “Leadership Through Governance” course, who may serve as potential new Board members. The information provided in this application form and any attached submissions is correct as of this date. On behalf of my Agency, I commit to keeping the NPBC informed of any changes and to be responsive to NPBC questions.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Printed name of signatory: |  | | |
| Signatory title: |  | | |
| Contact phone number: |  | | |
| Contact email address: |  | | |