



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:			

Thank you for returning this form and all related materials to:
 Nonprofit Boards Clearinghouse, New York Junior League
 130 East 80th Street, New York, NY 10075
 Fax: 212-734-9364 • Email: npbc@nyjl.org



2. Board contact details

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: <i>(May include timing of application, review, election, etc.)</i>	
Is D&O Liability Insurance required of Board members?	

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NONPROFIT BOARDS CLEARINGHOUSE
Leadership through governance: training volunteers for nonprofit board membership

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:

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:			

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