



## **New Member Pre-Application**

**Due by midnight November 2, 2015**

Please submit by email to [shelley@communitysharestn.org](mailto:shelley@communitysharestn.org)

**APPLICATION PROCESS:** *This Pre-Application form is due on November 2. If your organization is approved to move forward, you will be notified by November 16 and we will send you a Full Application which will be due by January 1. Please feel free to call or email Executive Director Shelley Wascom with any questions: [shelley@communitysharestn.org](mailto:shelley@communitysharestn.org); 865-522-1604.*

**Instructions:** This pre-application form asks for some general information, has some questions that can be answered Yes or No and some questions about how you meet the CS Standards. Please pay special attention to the question about how your group meets our social change criteria. If you have any questions, please email or call.

- 1 Organization Name:**
- 2 Month and Year Organization was founded:**
- 3 Do you have your 501c3 designation from the federal government?**
- 4 Organization Mailing Address:**
- 5 Organization Phone number:**
- 6 Fax #:**
- 7 Website Address:**
- 8 Primary Contact Person:**
- 9 Title/Role of Primary Contact Person:**
- 10 Primary Contact Mailing Address (if different than above):**
- 11 Primary Contact Phone # (If different than above):**
- 12 Primary contact email address:**
- 13 Do you have a current Tennessee State Solicitations Permit? If not, do you have an exemption from the state?**
- 14 Did you submit an IRS form 990 or 990EZ in the last year? If not, please explain why:**

**15 Do you have bylaws?**

**16 How many board members do you have?**

**17 Please give us the dates of your board meetings in the last 12 months and whether the meeting was in person, conference call, etc.:**

**18 *Estimate* how many people are regularly involved in the work of your organization. Break it down by donors, employees, volunteers, members, board members or any other way that fits your organization:**

**Questions 18-21 refer to the CS Standards for our member groups. If you answer No to any of these questions, please explain how you plan to get in compliance with CS rules.**

**18 CS Member groups must not prohibit their employees from collective bargaining. Do you meet this standard at this time?**

**19 CS member groups are not allowed to have any Staff serve on their board as a voting member or officer. Do you meet this standard at this time?**

**20 Do you conduct all activities without discrimination regarding race, gender, creed, age, ethnicity, national origin, disability, sexual orientation, gender identity and any other federally protected classes?**

**21 Do you follow Generally Accepted Accounting Principles?**

**22 Do you set annual goals?**

**23 What is your organization's mission?**

**24 Describe who is affected by the problems that your organization addresses:**

**25 In order to be a member of CS, the majority of your program work must promote our definition of systemic social change -- the collective action by people most affected by a problem that results in systemic or institutional change. Please explain (in as much detail as needed) how your organization meets this definition.**