



The Arkansas Diamond Standards™

Basic Infrastructure Checklist for 501(c)(3) Corporations in Arkansas

This checklist includes documentation systems and support mechanisms that enhance accountability, sustainability, and effectiveness of a nonprofit organization. The list may be applicable to small, grassroots organizations as well as to large, multi-site networks.

Much of this information is necessary to receive grant-based funding. Some of the items here are state and federal requirements. Your organization will be stronger when you can answer the questions quickly and accurately.

Examine your files to see if you have these items in place for your organization. Note where individual items are located, and, if something is missing, find it or implement a process to create and/or secure it.

YES NO

MISSION STATEMENT

Vision Statement
 Strategic Plan
 Program evaluation process

PUBLIC COMMUNICATION & ACCOUNTABILITY

Annual Report published
 IRS Form 1023 & Form 990 publicly available
 Marketing Plan

PUBLIC POLICY ADVOCACY

Policy Agenda
 IRS§ 501 (h) election
 Arkansas lobbyist registration form
 Arkansas lobbyist annual report

YES NO

FINANCIAL DEVELOPMENT

Standards of Professional Practice (Association of Fundraising Professionals)
 Charitable Solicitation Registration with Arkansas Attorney General
 Charitable Solicitation Annual Reports
 File contracts with fundraising counsel
 Registration in other states
 Compliance with bingo/raffle regulations (Ark. Dept. Finance & Admin.)
 Gift Acceptance Policy
 Gift instruments: compliance with donor restrictions
 Endowment funds: Uniform Management of Institutional Funds Act
 Arkansas Telephone Consumer Privacy Act
 IRS donor notification rules
 Reporting gifts of property (Forms 8283/8282)

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