



The Arkansas Diamond Standards™ **Basic Infrastructure Checklist** for 501(c)(3) Corporations in Arkansas

The following list outlines the foundation for your organization — documentation systems and support mechanisms that will enhance accountability, sustainability, and effectiveness. Generally, recommendations are applicable to small grassroots organizations as well as to large, multi-site networks. Take some time to examine your files and make sure this foundation is complete. Review the list and note where individual items are located. If something is missing, find it or implement a process to create and/or secure it. This task is NOT busy work. Much of this information is necessary to receive grant-based funding. Some of the items here are state and federal requirements. In a time of increased accountability and public scrutiny, it can only strengthen your organization to be able to answer all questions quickly and accurately.

YES NO

- | | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

MISSION STATEMENT

- Vision Statement
- Strategic Plan
- Program evaluation process

PUBLIC COMMUNICATION & ACCOUNTABILITY

- | | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
- Annual Report published
 - Form 1023 & Forms 990 publicly available
 - Marketing Plan

PUBLIC POLICY ADVOCACY

- | | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
- Policy Agenda
 - IRS § 501(h) election
 - Arkansas lobbyist registration form
 - Arkansas lobbyist annual report

YES NO

- | | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

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)

[Continued on opposite side.]



