# New Fahe logoMembership Renewal Checklist and Instructions - FY2021

**Please use this Membership Renewal Checklist to ensure that all required documents completed and returned.**

**Due no later than July 31, 2020: Items A, B, C and D (Membership Dues)**

**Due no later than August 31, 2020: All remaining Files – Items E - H**

**All Forms are also available on the website:** <http://www.fahemembers.com/member-resources/fahe-membership-renewal/>

If any of these items do not apply to your organization, please provide **a written statement on your letterhead for each item explaining why the item does not apply,** andinclude any relevant documentation in place of that attachment. Each statement must be signed and dated by your organization’s President/CEO.

**Instructions for Electronic Material Submission:**

* To continue our efforts toward becoming a “greener” organization, we request that all documents be submitted **electronically.** If the materials are already in an electronic format, send them as-is, or, in the case of an audit (for example), request a PDF file from your auditor. If you have only hard copies, please scan them then send electronically to jackie@fahe.org.
* *If emailing documents is difficult because of file size, please use this link to upload your files:* <https://faheinc.sharefile.com/r-r910c5c5a18540c4a>
* **OPTION:** If documents are available on your website - Annual Report, Audit, etc. - you can supply that link instead of sending the document. Please include that link on the Checklist below.
* Please label electronic files so that they are easily recognized. For example, name them by the corresponding “Item” letter, filename and your organization.
**Example:** *Item C – Production Report, Member XYZ.pdf*
If it is necessary to have more than one file per item, number the files accordingly.
*If you are unable to submit electronically, there will be an additional fee of $50, please add this amount to your membership dues check. When submitting hard copies, please send them in the order the items are listed on the checklist and include a cover page for each item.*

**Please note:** *we no longer have a PO Box:* **Fahe**

***Attn: Vonda Poynter*
319 Oak St.**

**Berea, KY 40403**

**Items A – D due no later than July 31, 2020**

\_\_\_\_**Item A:** **Fahe Member Contact Info List -**

The Excel Spreadsheet **Item A** has been emailed to you along with this checklist. Please review the row containing your organization’s information.

* **Fill in any blanks**,
* **Correct any errors**
* **NEW - Note Number of Employees in Columns R-U** (this used to be listed at the bottom of the checklist)
* **Resave** as: “Item A – (organization name)”

**Please note: *Primary and Secondary Delegates are required as per the By-laws, Section 2.5: “Each member shall appoint a delegate and one alternate to represent the* *Member Group.”***

 \_\_\_\_**Item B:** **Eligibility, Certification Compliance FY2021**

The form for **Item B** has been emailed to you along with this checklist. Please review, sign and date this form and answer all questions. Scan and send back electronically with the other renewal materials.

\_\_\_\_**Item C: Production Report for CALENDAR YEAR 2019** for Review, Correction

Please review your organization’s line in the Spreadsheet generated from quarterly reports for projects completed in Calendar Year 2019. **Complete or correct** the data as needed to accurately reflect your organization’s activities in Calendar Year 2019. If there are additional types of production you would like to report, please NOTE in **column AJ** on the far right of the spreadsheet.

\_\_\_\_**Item D: Invoice** for Payment of Annual Membership Dues

The Fahe Membership fee for FY2021 is as follows: (include $50 if sending hardcopy files)

**Send check (payable to Fahe) to:**

**Fahe Attn: Vonda Poynter, 319 Oak St., Berea, KY 40403**

**▪ $500 –** If we receive your **Items A,B,C & D**(dues) **on or before July 31, 2020**

▪ **$600 –** Any renewal completed/rec’d **between August 1 and August 31, 2020.**

▪ **$700 –** Any renewal completed/rec’d **on or after September 1, 2020.**

**Items E – H & Checklist pages 2 & 3 due no later than August 31, 2020**

\_\_\_\_**Item E: Most Recent Audit** Audits older than 12 months are not acceptable.

If you would like us to access your Audit **online,** provide the link here:

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\_\_\_\_ **Item F: Copies of Last (2) Board Meeting Minutes**

 Please submit copies of your last two board meeting minutes along with any relevant attachments.

\_\_\_\_ **Item F1: Current List of Board Members and Contact Information**Please submit a current contact list (from within the past 12 months) of your board members along with each contact’s title, phone number & email address.

\_\_\_\_ **Item F2:** **Board Meeting Frequency Data**

*Please indicate below:*

Number of Board Meetings your organization conducted in Calendar Year 2019 \_\_\_\_\_\_\_\_\_\_

Number of Audit/Finance Committee Mtgs. held by your Board in Cal. Yr. 2019 \_\_\_\_\_\_\_\_\_\_

**\_\_\_\_ Item F3: Most Recent Bylaw Changes**

Please Provide your bylaws if they have been changed in the past 12 months. **Or**, indicate **here**\_\_\_\_\_\_\_\_, that there have been no changes in the last 12 months.

\_\_\_\_ **Item G: Most Recent Annual Report**If your organization does not produce an official annual report, please include a brief overall summary of this year’s successes, highlights, accomplishments, challenges, etc.**,** and/or include 2 or more of your most recent newsletters. We encourage sending photos!

If you would prefer to share your Annual Report **online**, provide the link here:

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\_\_\_\_**Item H: Staff Directory (key leaders, directors, executive team)** including their contact information (phone/email)

**Certificate of Good Standing/Existence & 990:**

You do **not** need to send in your Certificate of Good Standing/Existence or 990’s, please certify here that:

\_\_\_\_ We certify that we are in good standing with the state in which we are headquartered

**And indicate either:**

\_\_\_\_ We have filed our 990 as required **OR**

\_\_\_\_ We are not required to file a 990

**Please remember to include pages 2 & 3 of this document with your renewal materials**