



# Pennsylvania Association of Nonprofit Organizations

PANO, Your Partner for Nonprofit Excellence

2040 Linglestown Rd, Suite 302, Harrisburg, PA 17110

717-236-8584, Fax: 717-236-8767

## Membership Application for Pennsylvania Downtown Center Members- 2013

(Memberships last 12 months from the date application is received.)

### Special Promotional Rate for Greater Lehigh Valley Chamber of Commerce.

**This 20% discount is available through 12/31/13. Please note this is only for new members of PANO.**

Executive Director: \_\_\_\_\_ Email\*: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_ Email\*: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Web Site: \_\_\_\_\_

Mission of your organization: \_\_\_\_\_

Annual operating budget: \$ \_\_\_\_\_ Do you own property? \_\_\_\_\_ Are you registered with the Bureau of Charitable

Organizations? \_\_\_\_\_ If not, please explain: \_\_\_\_\_

EIN: \_\_\_\_\_ Year of incorporation: \_\_\_\_\_ Are you sales tax exempt? \_\_\_\_\_

Number of People Served: \_\_\_\_\_ Number of Volunteers: \_\_\_\_\_

Number of employees: Full time: \_\_\_\_\_ Part-Time: \_\_\_\_\_

#### **Reason(s) for joining PANO:**

Insurance Benefits  Technical Assistance  Training Programs  Public Policy  Standards for Excellence

Other Benefits/Discounted Products  Other (please list) \_\_\_\_\_

By becoming a PANO member, we are committing to the Guiding Principles of the Standards for Excellence: An ethics and accountability code for the nonprofit sector, as stated on the back of this application.

Signature of Director or President: \_\_\_\_\_

#### **Nonprofit organizations with 501[c][3], [c][4] & [c][6] designations are eligible for regular memberships.**

If your operating budget (not including grants to other organizations) is:

under \$50,000 - ~~\$75~~ \$60

between \$50,000 and 199,999 - ~~\$95~~ \$76

between \$200,000 and \$499,999 - ~~\$160~~ \$128

between \$500,000 and \$699,999 - ~~\$275~~ \$220

between \$700,000 and \$999,999 - ~~\$315~~ \$252

between \$1,000,000 and \$1,999,999 - ~~\$445~~ \$356

between \$2,000,000 and \$4,999,999 - ~~\$520~~ \$416

between \$5,000,000 and \$7,999,999 - ~~\$620~~ \$496

Over \$8,000,000 - ~~\$675~~ \$540

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#### **Corporate (Business) Members:**

1-2 staff - ~~\$325~~ \$260

3-10 staff - ~~\$550~~ \$440

11-50 staff - ~~\$660~~ \$527

51-100 staff - ~~\$875~~ \$700

101+ staff - ~~\$1,500~~ \$1,200

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\* If other staff members would like to receive email alerts, please include their name(s), title(s) and email address(es) here:

# Standards for Excellence Code of Ethics

## ***I. MISSION AND PROGRAM***

Charitable nonprofits are founded for the public good and operate to accomplish a stated purpose through specific program activities. A charitable nonprofit should have a well-defined mission, and its programs should effectively and efficiently work toward achieving that mission. Charitable nonprofits have an obligation to ensure program effectiveness and to devote the resources of the organization to achieving its stated purpose.

## ***II. GOVERNING BODY***

Charitable nonprofits are governed by an elected, volunteer board of directors, which should consist of individuals who are committed to the mission of the organization. An effective charitable nonprofit board should determine the mission of the organization, establish management policies and procedures, assure that adequate human resources (volunteer or paid staff) and financial resources (earned income, government contracts and grants, and charitable contributions) are available, and actively monitor the organization's financial and programmatic performance.

## ***III. CONFLICT OF INTEREST***

Charitable nonprofit board and staff members should act in the best interest of the organization, rather than in the furtherance of personal interests or the interests of third parties. A charitable nonprofit should have policies in place and should routinely and systematically implement those policies to prevent actual, potential, or perceived conflicts of interest.

## ***IV. HUMAN RESOURCES***

A charitable nonprofit's relationship to its employees and volunteers is fundamental to its ability to achieve its mission. Volunteers occupy a special place in charitable nonprofit organizations, serving in governance, administrative and programmatic capacities. An organization's human resource policies should address both paid employees and volunteers and should be fair, establish clear expectations and provide for meaningful and effective performance evaluation.

## ***V. FINANCIAL AND LEGAL***

Charitable nonprofits must practice sound financial management and comply with a diverse array of legal and regulatory requirements. A charitable nonprofit's financial system should assure that accurate financial records are kept and that the organization's financial resources are used in the furtherance of the organization's charitable purposes. Organizations should conduct periodic reviews to address regulatory and liability concerns.

## ***VI. OPENNESS***

Charitable nonprofits are private corporations, which operate for public purposes with public support. As such, they should provide the public with information about their mission, program activities, and finances. A charitable nonprofit should also be accessible and responsive to members of the public who express interest in the affairs of the organization.

## ***VII. FUNDRAISING***

Charitable fundraising provides an important source of financial support for the work of most charitable nonprofit organizations. An organization's fundraising program should be maintained on a foundation of truthfulness and responsible stewardship. Its fundraising practices should be consistent with its mission, compatible with its organizational capacity and respectful of the interests of donors and prospective donors.

## ***VIII. PUBLIC AFFAIRS AND PUBLIC POLICY***

Charitable nonprofits provide an important vehicle through which individuals organize and work together to improve their communities. Charitable nonprofits should represent the interests of the people they serve through public education and public policy advocacy, as well as by encouraging board members, staff, volunteers and constituents.