



2020 New Membership Process – Letter of Interest (LOI)

Nonprofit organizations interested in Community Shares membership will be asked to submit a LOI (Letter of Interest) for review by Community Shares' Committee on Membership's New Member Task Force by Wednesday, February 19, 2020. The primary criteria for membership in Community Shares is that nonprofits are primarily social justice organizations. Based on a review of these LOI's, organizations may be invited to submit full applications by the Task Force in late February/early March. There is no set number of new organizations that may be invited to submit new member applications---it is based on the discretion of the Task Force and membership--- and may be several or none. Applicants not invited to submit a full application in 2020 may submit an application in future years. **An Information Seminar will be held on Wednesday, February 12, 2019 at 12:00 p.m. to review this LOI process and answer applicant questions. Kindly RSVP in advance to forms@communityshares.org. Everyone is welcome.**

LETTER OF INTEREST IS DUE WEDNESDAY, FEBRUARY 19 BY 5:00 PM TO cynthia@communityshares.org

Please use the following format. Address your letter to Cynthia Ries, Executive Director, Greater Cleveland Community Shares, 3631 Perkins Avenue, Suite 3A-1, Cleveland, OH 44114. Note: if your LOI is missing any of the information below it will not be considered complete and not be reviewed by the Task Force. Please review the criteria and responsibilities of membership before you submit your LOI. Keep a file copy. Please do not submit any document longer than 2-3 pages in length. Also submit up to two attachments (brochure, annual report, etc.).

Organizational Information:

Date

Name of Organization

Phone(s)

Full Mailing Address (if PO Box, please give street address also)

Name of Executive Director or Chief Executive, Title, Phone and Email Address

Name of Board President or Chair and Affiliation

Mission Statement

Amount of FY2019 Board Approved Expense Budget and FY2020 if available

Number of Paid Employees: (FT and PT)

Indicate if you participate in other workplace giving federations (United Way, etc.) and amount received

Website URL

Please include the following information in your letter:

1. Why are you seeking membership in Community Shares?
2. Please describe and give examples of your social justice work in the community.
3. Please include the following certification in your letter:
(Organization name) hereby submits a Letter of Interest to Greater Cleveland Community Shares and certifies that we meet all the membership criteria as outlined in the Community Shares Policies and Procedures, including: having a dedicated office space, at least one half-time paid employee, a working phone, regular posted office hours, a current 501(c)(3) status from the IRS, and current (paid) registration with the Ohio Attorney General's Office. We understand that members of Community Shares are expected to participate in the workplace campaign, pay annual dues, participate in 50 volunteer point activities annually, and comply with all legal and financial standards as outlined in the Community Shares Membership Agreement and Policies & Procedures.
4. Signature of both the Executive Director **AND** the Board Chair/President.