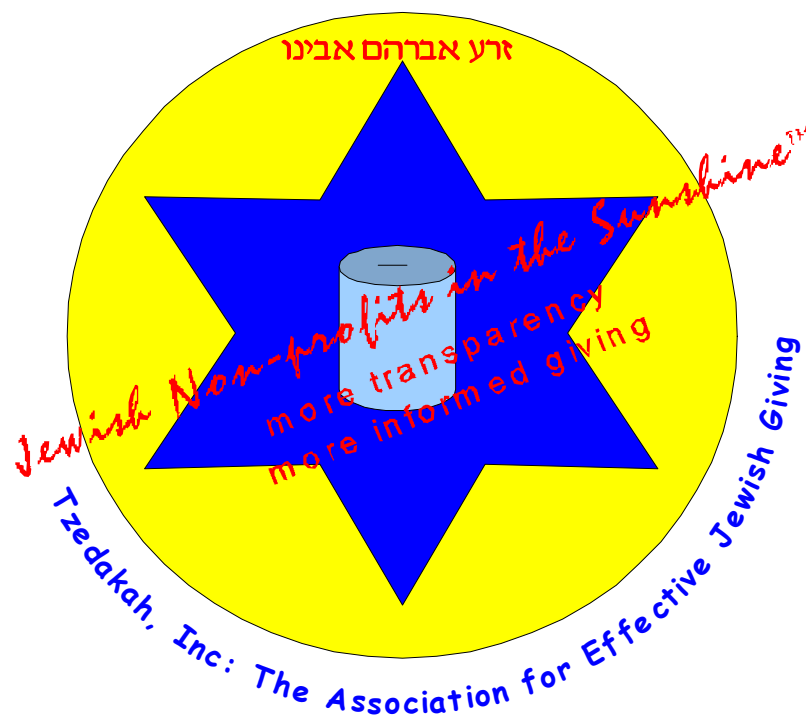


## Application to Participate in Tzedakah, Inc.'s Jewish Nonprofits in the Sunshine™ Program



### *What is it?*

Jewish Nonprofits in the Sunshine™ is a program for Jewish nonprofit organizations that are committed to the highest standards of transparency. Participating organizations are asked to complete a questionnaire, provide certain documents, and respond to requests for clarifications, as needed. By participating, the organization communicates to donors its commitment to full transparency and its pride in its record of accomplishment, efficiency, and good governance.

### *Why apply?*

Qualifying organizations will be widely recognized for their proud commitment to nonprofit transparency.

1. The names of organizations that meet the criteria will be publicly congratulated in advertisements in major Jewish media and listed in our press release.
2. Profiles of qualifying organizations will be featured on our website, [www.just-tzedakah.org](http://www.just-tzedakah.org), where they will be available to tens of thousands of visitors who will be given the opportunity to contribute online.
3. Each qualifying organization will receive a certificate suitable for display and will be permitted to proudly publicize its compliance with our strict transparency criteria.

### *About Tzedakah, Inc.*

Tzedakah, Inc. is a non-profit organization that has been encouraging more effective Jewish giving since 1995. It has been featured in such publications as *Jewish Action: The Magazine of the Orthodox Union*, the *Jewish Press*, the *New York Jewish Week*, the *Forward*, the *Washington Jewish Week*, , the *Baltimore Jewish Times*, and the *Jewish Bulletin of Northern California*. More information about Tzedakah, Inc. activities may be found on the Internet at [www.just-tzedakah.org](http://www.just-tzedakah.org).

### General Conditions

1. The program is open to all Jewish organizations that can accept contributions deductible from US taxable income.
2. Tzedakah, Inc. is the sole judge of whether any organization satisfies its criteria.
3. Fundraising affiliates of non-US organizations must complete forms for both the US and non-US organizations.
4. Qualification under the program merely attests to the organization's willingness to provide requested information. It does not constitute a confirmation of the accuracy of the information, an evaluation of the organization, nor a recommendation to contribute to the organization.

**Jewish Nonprofits in the Sunshine™**  
**Application Form for US Organizations**

(The application form for Non-US organizations appears on pages 3 and 4. If the organization is the US fundraising affiliate for a non-US organization, please complete this form for the US affiliate and the next form, on pages 3 and 4, for the non-US organization.)

Please provide the information and materials requested. You may fill in the blanks on this page or use other paper or a word processor, if you prefer.

Basic information

Name of organization \_\_\_\_\_  
Federal employer identification number (EIN) \_\_\_\_\_ Year founded \_\_\_\_\_  
Principal office address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Internet URL \_\_\_\_\_  
Contact person \_\_\_\_\_ Title \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Geographic regions served: Please indicate the neighborhoods, city, state, or country, etc. which define the organization's service area

\_\_\_\_\_  
\_\_\_\_\_

Special funds Please circle all special funds maintained by the organization:

Maot Chittim    Matanot L'evyonim    Other (please specify) \_\_\_\_\_

Governance and staffing

How often does the board meet? \_\_\_\_\_

At how many board meetings in the past year has a majority of board members been present? \_\_\_\_\_

Chief executive officer    Name \_\_\_\_\_    Title \_\_\_\_\_

Number of full-time employees \_\_\_\_\_.    Number of part-time employees \_\_\_\_\_.

Annual compensation of the two most highly compensated directors, officers, employees, etc.

	Salary	Benefits		Salary	Benefits
Highest paid	\$ _____	\$ _____	Second highest paid	\$ _____	\$ _____

Observance: Please circle the appropriate choice

1. The organization fully observes the laws of Shabbat and Kashrut.
2. The organization partially observes the laws of Shabbat and Kashrut. Please explain

\_\_\_\_\_  
\_\_\_\_\_

3. The organization does not observe the laws of Shabbat and Kashrut.

Please enclose the following additional material with your application.

Documents Copies of the organization's current (1) IRS Form 990, (2) annual report, (3) charter, (4) by-laws, (5) annual financial statements, (6) mission statement. If the organization does not prepare any or all of the above, please so indicate; a recent IRS Form 990 (or equivalent information) is required of all US organizations.

Activities and accomplishments A description of the organization's activities and accomplishments. Please be as specific as possible and indicate quantitative performance measures as appropriate including such data as the number of people benefited, and over what period.

Board policies and procedures Please circle the number corresponding to each area for which the board follows specified policies and procedures: (1) CEO performance review and compensation, (2) Board and employee conflicts of interest, (3) Development and approval of strategic plans, budgets, financial statements, and IRS Form 990, (4) Program evaluation, (5) Board self-evaluation, (6) Financial controls, (7) Assurance of compliance with US law, (8) Assurance of compliance with Jewish law, (9) Ethical behavior, (10) Other relevant policies and procedures.

Please include descriptions of policies and procedures for each item circled above.

Brief biography of the CEO

Board members and officers Each board member's name, title, number of years s/he has served on the board (or the date s/he joined the board), and the number of hours the board member devotes to his or her position on the board.

Volunteers Please indicate how the organization makes use of unpaid volunteers. To the extent possible, please provide quantitative measures like an estimate of the number of volunteers and the number of hours the average volunteer devotes to the organization.

Endorsements, supporters, awards

If the organization mentions, in any of its fundraising or publicity materials, endorsements by distinguished individuals or organizations, please include copies of signed letters of endorsement, indicating the date each letter was written. Please also provide an English language translation of letters not written in English. Letters not mentioned in fundraising or other publicity materials may also be provided if you would like us to include them in the organization's profile.

If you would like us to list other external recognition, please send any of the following you would like included in the organization's profile. (1) Names of foundations, corporations, and government agencies that make major grants to the organization, including the year in which each grant was awarded; (2) Major awards the organization has won, including the year in which each award was received; (3) Press reports about the organization

The completed application and supporting documents may be mailed to:

Tzedakah, Inc.  
PO Box 34841  
Bethesda, MD 20827

Comments and questions may be directed to us at [feedback@just-tzedakah.org](mailto:feedback@just-tzedakah.org) or (240) 599-9196

Thank you for completing the application. We look forward to working with you. Tizku l'mitzvot.

**Jewish Nonprofits in the Sunshine™**  
**Application Form for Non-US Organizations**

(All organizations, including those based outside the US, must be able to accept contributions that are deductible from US taxable income to be eligible. If US contributions are made through a US fundraising affiliate, please be sure to complete the form on pages 1 and 2 for the US affiliate as well as this form for the non-US organization.)

Please provide the information and materials requested. You may fill in the blanks on this page or use other paper or a word processor, if you prefer.

Basic information

Name of organization \_\_\_\_\_ Year founded \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Internet URL \_\_\_\_\_  
 Contact person \_\_\_\_\_ Title \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Geographic regions served: Please indicate the neighborhoods, city, state, or country, etc. which define the organization's service area

\_\_\_\_\_

\_\_\_\_\_

Special funds Please circle all special funds maintained by the organization:

Maot Chittim    Matanot L'evyonim    Other (please specify) \_\_\_\_\_

Governance and staffing

How often does the board meet? \_\_\_\_\_

At how many board meetings in the past year has a majority been present? \_\_\_\_\_

Chief executive officer Name \_\_\_\_\_ Title \_\_\_\_\_

Number of full-time employees \_\_\_\_\_. Number of part-time employees \_\_\_\_\_.

Annual compensation of the two most highly compensated directors, officers, employees, etc. (Indicate currency \_\_\_\_\_).

	Salary	Benefits		Salary	Benefits
Highest paid	_____	_____	Second highest paid	_____	_____

Observance: Please circle the appropriate choice

4. The organization fully observes the laws of Shabbat and Kashrut.
5. The organization partially observes the laws of Shabbat and Kashrut. Please explain \_\_\_\_\_
6. The organization does not observe the laws of Shabbat and Kashrut.

Please enclose the following additional materials, in English, with your application.

Documents Copies, of the organization's current (1) annual report, (2) charter, (3) by-laws, (4) annual financial statements, (5) mission statement. If the organization does not prepare any or all of the above, please so indicate.

Activities and accomplishments A description of the organization's activities and accomplishments. Please be as specific as possible and indicate quantitative performance measures as appropriate including such data as the number of people benefited, and over what period.

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Tzedakah, Inc.  
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Bethesda, MD 20827  
USA

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