

SHARING DOCUMENTS CHECKLIST

When nonprofit organizations consider entering into any partnership, from cooperation to merger, the type and quantity of information exchanged, and the formality of the process will vary depending on the type of planned alliance.

PARTNERSHIP AND PROGRESS

<i>Getting Acquainted</i>	<i>Due Diligence</i>
<p>An informal level of sharing information, a process known as “Getting Acquainted”, occurs when the relationship is expected to be one of cooperation, coordination, or collaboration.</p> <p>A brief list of public documents should be shared with all participants.</p>	<p>When Board Directors decide that a more formal relationship is appropriate, such as a strategic alliance or a merger, the requested documents should include all of the “getting acquainted” materials and some more sensitive corporate and financial information.</p> <p>The negotiation process in this case is known as “Due Diligence,” and involves disclosing to the Board and leadership all assets and liabilities each party may bring to the merger, so that informed decisions may be made about moving forward.</p>
<ul style="list-style-type: none"> ■ Mission statement ■ List of Board of Directors and Committees ■ Program summaries ■ List of staff with names and titles ■ Promotional materials, such as brochures the or annual report ■ Recent press coverage 	<ul style="list-style-type: none"> ■ Articles of Incorporation and amendments ■ Bylaws and amendments ■ Tax-Exemption letters (income, property, sales) ■ Strategic Plan ■ Organizational Goals and Objectives (for current FY) ■ Job descriptions for key staff ■ Latest Audit and 990 ■ Organizational Chart of Board(s) and Committees ■ Governance, Personnel, Financial, and Development Policies and Procedures ■ Budget (for current and last FY) ■ Fundraising Plan (for current FY)