

Sharing Stewardship®

An Open Assessment Resource for Land Conservation Organizations

Disclaimer: The Pennsylvania Environmental Council (PEC) is not a law firm and does not provide legal services. Distribution of this form does not create an attorney-client relationship. PEC provides this information on an “as-is” basis, and makes no warranties regarding the information provided, and disclaims liability for damages resulting from its use.

POLICY AND ORGANIZATIONAL DOCUMENTS FORM

Organization:

**Staff and/or Board
Members Present:**

Reviewer Instructions:

- If the item or document is present, note the date of the most recent version.
- If the item or document is not present, note “None”.
- If the question is not applicable, note “NA”.
- If additional comments are appropriate, please record your note with a “C#”, where # would represent the number of the question at issue (e.g., C1.1, C1.2, et cetera). Please make all comments – with reference to the specific question number – in Section III of this Form.

Note: Items or documents that are in *italics* are defined in the Sharing Stewardship Glossary.

SECTION I: Policy Documents

Does the *Organization* have the following:

Reviewer Notes

- | | |
|---|-------|
| 1.1 Purpose and <i>Mission Statement</i> | _____ |
| 1.2 <i>Strategic Plan</i> | _____ |
| 1.3 <i>Land Acquisition Policy</i> | _____ |
| 1.4 <i>Easement Acquisition Policy</i> | _____ |
| 1.5 <i>Land Management Policy</i> | _____ |
| 1.6 <i>Easement Amendment Policy</i> | _____ |
| 1.7 Enforcement or <i>Violation Management Policy</i> | _____ |
| 1.8 <i>Land Transfer Policy</i> | _____ |

Section II: Organizational Documents

Does the Organization have the following:

Reviewer Notes

- 2.1 *Articles of Incorporation* _____
- 2.2 *Bylaws of the Corporation* _____
- 2.3 *Director Conflict of Interest Policy* _____
- 2.4 *State Certification of Incorporation* _____
- 2.5 *State Charitable Registration Forms* _____
 - (a) Charitable Solicitation Registration Form _____
 - (b) Purely Public Charity Registration Statement _____
- 2.6 *IRS Tax Exemption Letter* _____
- 2.7 *Annual Budget (Board Approved)* _____
- 2.8 *Annual Financial Audit* _____
- 2.9 *Annual Tax Returns*
 - (a) Federal Returns _____
 - (b) State Returns _____
 - (c) Other State Returns _____
- 2.10 *Protected Lands Inventory* _____

Section III: Reviewers' Comments

**Reference
Question:**

Reviewer Comments:

<hr/>	<hr/> <hr/> <hr/> <hr/> <hr/>
<hr/>	<hr/> <hr/> <hr/> <hr/> <hr/>
<hr/>	<hr/> <hr/> <hr/> <hr/> <hr/>
<hr/>	<hr/> <hr/> <hr/> <hr/> <hr/>