

2017 ALLOCATIONS CHECKLIST

The following items are due to the
Habersham County United Way
Office no later than 12 Noon
January 6, 2017

- _____ Completed Habersham County United Way Allocation Request Forms (Please provide information for all areas requested, especially demographics and income level of those served)
- _____ Most recent Audit (Accountant prepared Financial Statement if Income is less than \$100,000)
- _____ A copy of the IRS letter verifying your non-profit status (Unless a copy is on file with the HCUW)
- _____ A copy of your current State Charitable Registration
- _____ A list of your current Board of Directors with addresses and phone numbers
- _____ Schedule of your Board meetings, with location and time
- _____ Contact information for Agency Director including address, phone number, e-mail address and FAX number
- _____ United Way Participation Checklist (Agency Governance section)

Habersham County United Way
236C Level Grove Road
P. O. Box 572
Cornelia, GA 30531
706-778-0620 or habuw@hemc.net