



## INTERACTION MEMBERSHIP APPLICATION

For both full Member and Associate Member applicants, your organization must complete the following application and submit the required supplemental materials to **Burt Blanchard**, Director of Membership.

The supplemental materials for full Members include:

- A copy of your organization's by-laws
- Articles of Incorporation
- IRS Letter of Tax Exempt Status
- Most recent Annual Report
- Most current Audited Financial Statement
- Most current 990
- Three letters of recommendation from the CEO or President of an NGO, PVO, or CSO, on their letterhead; InterAction Members preferred
- A signed copy of Standards Compliance Certification Form for Prospective New Members

The supplemental materials for Associate Members include:

- A copy of your organization's by-laws (if applicable)
- Articles of Incorporation (if applicable)
- IRS Letter of Tax Exempt Status (if applicable)
- Most recent Annual Report
- Most current 990 or Financial Statement
- Three letters of recommendation from the CEO or President of an NGO, PVO, or CSO, on their letterhead; InterAction Members preferred

For questions about the InterAction application process, contact **Burt Blanchard**, Director of Membership.



## Section 1: Basic organization and contact information

Please check if you are applying as an InterAction Member or any type of InterAction Associate Member.

- InterAction Member – 501c3 registered in the U.S.
- InterAction Associate Member – International NGO
- InterAction Associate Member – University department
- InterAction Associate Member – Think Tank
- InterAction Associate Member – Other

**Organization Name:**

**Organization HQ Address:**

**Organization HQ Telephone:**

**Organization Website:**

**Year Founded:**

**Incorporated in the state of:**

**Statement of organizational purpose:**

*This may include your mission, vision, and/or strategic goals.*

**Briefly describe your organizations programs:**

*Include a listing of the location of field offices or regional offices worldwide.*

**Name of CEO:**

**CEO Title:**

**CEO Email Address:**

**CEO Telephone:**

**Contact Person:**

*The contact person is the individual the InterAction Membership Team will communicate with regarding all application materials.*

**Contact Person Title:**

**Contact Person Email Address:**

**Contact Person Telephone:**



## Section 2: Interest in joining InterAction

**Why does your organization wish to join InterAction?**

*Please keep your response between 300–500 words.*



In the last five years, has your organization been the recipient of a claim or suit (i.e. misappropriation of funds, sexual harassment and abuse, inappropriate board management, etc.) that may draw negative publicity to your organization, the overall perception of the sector, or disqualify you from InterAction Membership based on its Standards? If so, what has been done to resolve any such situation?



**How would your staff expect to participate? Check all that apply.**

For more information about how InterAction works with our Members, visit [our website](#). Please note that this information is used mainly to guide us in determining what to focus on during your orientation briefing if accepted for membership.

**Region-Focused Working Groups**

- |                         |                   |
|-------------------------|-------------------|
| Afghanistan             | Pakistan          |
| Great Lakes             | Sahel             |
| Haiti                   | South Sudan/Sudan |
| Horn of Africa          | Syria             |
| Iraq                    | Venezuela         |
| Myanmar/Bangladesh      | West Bank/Gaza    |
| Nigeria/Lake Chad Basin | Yemen             |

**Issues-Focused Working Groups**

- |  |   |
|--|---|
| Climate                                | Protection  |
| COVID-19 Response & Advocacy           | Public Policy Committee   |
| Communications Directors               | Public Policy Committee Budget & Appropriations Subcommittee              |
| Development Finance Corporation        | Public Policy Committee Congressional Education & Engagement Subcommittee |
| Disaster Risk Reduction                | Shelter & Settlements   |
| Evaluation of Program Effectiveness    | UNHCR Partnerships  |
| Food Security, Nutrition & Agriculture | Water, Sanitation & Hygiene   |
| Forced Displacement                    | World Food Programme Partnerships   |
| From Pledge to Action                  |   |
| G7/G20 Advocacy Alliance               |   |
| Gender-Based Violence                  |   |

**Listsers**

- |   |                            |
|---|----------------------------|
| Disability                                | Social Media               |
| Fragility                                 | Strengthening Partnerships |
| Innovative Finance for Development        | Sudden-Onset Emergency     |
| Prevention of Sexual Exploitation & Abuse |                            |

**Initiatives & Partnerships**

- |                           |                          |
|---------------------------|--------------------------|
| Basic Education Coalition | Results-Based Protection |
| NGO Futures               | Together Project         |



### **Section 3: Governance Standards and Employee Policies**

If you are applying as an Associate Member and do not have a board or governing body, please provide information on your governance and accountability structure.



## Section 4: Partnerships

Do you work with partner organizations overseas? Please list three NGOs or CSOs with which your organization has worked in the last two years.

Please list the three organizations who are sending in a letter of recommendation on your behalf:



## Section 5: Finances

Dues are based on total expenses as recorded on Line 18 of the U.S. IRS 990. We provide deductions for Gifts-in-Kind (Schedule M) and domestic-related expenses if more than 30% of total budget. For organizations based outside of the United States, all currency will be converted to U.S. Dollars (USD) in order to calculate dues.

**What are your total expenses?**

**Does your organization have any program(s) that focuses on the United States? If so, what are the total expenses associated with your domestic work?**

*Domestic only; domestic expense is defined as domestic (U.S.) activities that have no relationship to international activities, programs, or issues.)*

**Does your organization receive any gifts-in-kind? If so, what is the total monetary value of the gifts-in-kind expensed for the year?**