# [Insert your agency name and ID # here or print on letterhead]

# 2020 VERIFICATION LETTER

**Insert Date Here**

Senior Director of Agency Support and Quality

Big Brothers Big Sisters of America

2502 N. Rocky Point Drive, Suite 550

Tampa, Fl. 33607

RE: 2020 BBBS Affiliate Compliance for Affiliate **# [enter #]**

Dear Senior Director of Agency Support and Quality:

Through this letter, and as required by the Big Brothers Big Sisters Standards of Practice (the “Standards”), the Board of Directors of **[insert your agency name here]** (the “Agency”) confirms that the Agency is in compliance with the following requirements of the Big Brothers Big Sisters of America (“BBBSA”) Membership Affiliation Agreement (“MAA”) and the Standards.

We understand that, by affirming the following statements, the Board is confirming that it has exercised reasonable due diligence in verifying that the Agency has met each of the following requirements in 2020:

**The Board of Directors employs a Chief Executive Officer or Executive Director (“CEO/ED”) or, for sponsored agencies, a Program Director, who spends 100% of his/her time leading the Agency and who is responsible to the Board for the overall administration of the Agency’s operations.**

The Board of Directors understands that, pursuant to Section 7.14.6 of the MAA, and Standard 2D, it must notify Laura Saunders, Senior Director of Agency Support and Quality, at [Laura.Saunders@bbbsa.org](mailto:Laura.Saunders@bbbsa.org), within ten business days of a vacancy in the CEO/ED (or sponsored agency Program Director) position (MAA, Section 7.14.6).  If the full time CEO/ED position (or sponsored agency Program Director) has been vacant for more than three months, an effective interim leadership structure must be in place and approved by Mandy Bisceglia, Chief Agency Officer, at [Mandy.Bisceglia@bbbsa.org](mailto:Mandy.Bisceglia@bbbsa.org).

**The Agency has conducted an annual audit of its financial condition, certified by an independent, certified public accounting firm and in accordance with generally accepted accounting principles (“GAAP”), as required by Section 7.14.3 of the MAA and Standard 4C.  The audit covers the most recent fiscal year.**

Please **check the applicable box below:**

**Our Fiscal Year ended June 30, 2020 and we will have the audit completed and uploaded to BBBSA on the FirstPic system by *March 31, 20*21.**

**Our Fiscal Year ended Dec. 31, 2020 and we will have the audit completed and uploaded to BBBSA on the FirstPic system by *September 30, 20*21.**

**Our Fiscal Year ended \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and we will have the audit**

**completed and uploaded to BBBSA on the FirstPic system by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (9 months from the end of Fiscal Year).**

**The Board understands that BBBSA may at any time request additional information about the audit for further review.**

**The Agency maintains current liability insurance coverage as required by Section 7.12 of the MAA and Standard 4D.**

At a minimum, the liability insurance must include Sexual Abuse and Molestation Coverage as required by the Standards, in addition to any other coverage required by the MAA and the Standards. If the Agency is not part of the National Program with John Kirby, proof of liability insurance coverage has been uploaded to BBBSA on the FirstPic system as required by Section 7.14.1 of the MAA.If the Agency is part of the National Program with John Kirby, the expiration date has been entered in the FirstPic system.

Proof of insurance can be in the form of a declaration page or any other document that identifies type of coverage and limits. Agencies that are part of the National Program brokered through John Kirby do not need to provide proof of insurance.

**Our insurance is with John Kirby. The expiration date is** \_\_\_\_\_\_\_\_\_\_\_\_\_.

**Our insurance is with** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the expiration date is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Proof of insurance has been uploaded to BBBSA **via the FirstPic system**.

The Board is aware that if the Agency does not submit the required insurance proof, it will receive a notice of noncompliance and ***will be required to suspend match activity until BBBSA receives verification that liability insurance is in place.***

**The Board of Directors certifies that the Agency is:**

* 1. Incorporated and in good standing as a not-for-profit entity in the state in which its corporate office is located and (if applicable) qualified to do business as a foreign corporation in any other state(s) within its Service Community Area;
  2. Retaining its not-for-profit tax -exempt status with the Internal Revenue Service, as a 501(c)(3) entity;
  3. Developing, reviewing, and updating, as necessary, all written plans, policies, and procedures that require Board approval, including, but not limited to, those required in the Standards; and
  4. Operating in compliance with the terms of the MAA and Standards.

**The Board of Directors certifies that, to its knowledge and based on reasonable due diligence, the Agency is** **operating in compliance with applicable federal, state and local laws, including those of the municipalities/counties/states in which the Agency’s BBBS operations exist, including operating in compliance with applicable federal, state, and local charitable registration requirements and fundraising ordinances.**

**The CEO/ED has informed the Board and the Board has verified that the Agency has completed and uploaded the Affiliation Fee Calculation Form via the FirstPic system and is current in its Membership Dues, as required by Sections 7.6 and 8 of the MAA.**

**The** CEO**/ED understands that the 2021 Affiliation Fee Calculation Form is available and can be accessed via the FirstPic system.**

The Board understands that, pursuant to Section 8 of the MAA, if BBBSA does not receive a Membership Dues payment within sixty (60) days of its due date, the payment will be deemed overdue and will accrue late interest. The Board further understands that BBBSA will have the right to withhold pass-through payments until overdue payments are made in full and that failure to timely pay Membership Dues may be considered an Event of Default pursuant to Section 11 of the MAA.

**The CEO/ED has informed the Board of Directors and the Board has verified that the Agency has completed and uploaded the Technology License Fee Calculation Form via the FirstPic system.**

The CEO/ED understands that the 2020 Technology License Fee Calculation Form is available and can be accessed via the FirstPic system.

The Board understands that the Agency must pay Technology License Fees to BBBSA on either a monthly or quarterly basis, as set forth in Exhibit A to the Information Management System License and Use Agreement, entered into between the Agency and BBBSA and effective as of February 1, 2019.

We understand that, all CEO/EDs and Board Chairs are required to submit an annual self-assessment to BBBSA by the date set by BBBSA, as required by Section 7.4.2 of the MAA. Failure to complete the annual self-assessment by the date set by BBBSA, will result in our agency being out of compliance with the MAA and therefore our agency will not have the right to vote on all matters set forth in the BBBSA Constitution and Federation Bylaws, as required by Section 4.2 of the MAA.

**A signed copy of this Verification Letter, including the signatures of the Board Chair and Agency Leader, has been uploaded to BBBSA via the FirstPic system.** The Board will ensure that the Agency retains documentation of this verification letter at the Agency’s office for at least the period of time required by state law.

We understand that, pursuant to Sections 7.4 and 7.13 of the MAA, BBBSA reserves the right to inspect Agency’s books and records, either in person or electronically, to ensure compliance with the MAA and Standards.

Sincerely,

**[Insert Board Chair’s name]**

Chair/President, Board of Directors

**[Insert BBBS Agency name / Sponsoring Organization name]**

And

**[Insert CEO/ED’s/Sponsored Organization Program Director’s name]**

[Insert Title]

**[Insert BBBS Agency name / Sponsoring Organization name]**

cc: [**insert affiliate name**], Board of Directors