Program Member Organization Application

 **Prospective Affiliate Organization name:**

**Submitted by:**

**Date:**

**Contact information:**

1. **Metro Area Community Context**

 Briefly discuss the community context—its assets, organizations, coalitions, schools, universities, funders and overall culture that either supports or provides a challenge or opportunity to creating an affiliate organization. Please limit this section to 2 pages.

1. **Organizational Structure and Existing Resources**
	1. Do you have a facility, office or warehouse? If yes, please describe
	2. Describe your team, group of advisors, board members or mentors that are supporting you in your vision.
	3. **New Organizations Only:** If you are building a new organization fill out the questions below, if you are building a program within an existing organization, skip to the next section (II.b)
	4. **Fiscally Sponsored Project of another 501(c)3**

Explain the role of the fiscal sponsor. Your history with the organization, its capacity, budget, etc. Please limit this section to 2 pages. Then answer the following questions.

* + 1. Describe your team, group of advisors, board members or mentors that are supporting you in your vision.
		2. Explain both the percent of revenue that is charged (i.e. 9%, 11%) and the services provided for that charge.
1. **Action Plan**

What tools will your organization, department, or community leverage to train leaders and get youth outdoors? I.e volunteer base, staff, existing or potential funding. Limit this section to 3 pages.

1. **Quality Standards**

Clearly discuss your strategy to achieve each of the below stated quality standards. Please limit to 2 pages.

1. Employ at least a part time, paid staff person for the identified affiliate, who identifies him or herself with the OEN and who serves as the primary spokesperson for the affiliate.
2. Be sponsored a 501(c)(3) or 501(c)(4) organization or international equivalent or be sponsored by a 501(c)(3) or 501(c)(4) organization.
3. Develop a grassroots constituency that will become your “community of peers (teachers and youth development professionals).
4. Establish an easily located, identifiable telephone number and email where community can reach staff person.
5. Advocate for and enforce rules which ensure that gear library includes only fully functional, high quality outdoor equipment, providing the best possible experience for all users.
6. Participate actively in the Outdoors Empowered Network, including, but not limited to:

a. Inclusion of OEN (P.O. Box 347171, San Francisco, CA 94134) on mailing lists of publications, newsletters, and mailings;

b. Regular attendance at annual OEN national conference;

c. Subscription to OEN listserv; and

d. Inclusion of the OEN collective logo and the “*Outdoors Empowered Network*” name in promotional materials, including newsletters, brochures, website, and letterhead. (On letterhead, the OEN may substitute the words “Outdoors Empowered Network Member” or similar in lieu of the OEN logo/collective logo.)

e. Notification to the OEN of filing of any lawsuits;

1. Adhere to generally accepted accounting practices (GAAP) and IRS rules or international equivalent.
2. Develop strategic and fundraising plans to guide the affiliate organization/program.
3. Maintain a high level of integrity and avoid conduct (financial or otherwise) that is improper or creates the appearance of impropriety financial or otherwise) or injures the reputation of the OEN, mark holder and OEN. Examples include receiving financial benefit or employing staff who receive financial benefit for advocacy or conduct that conflicts with the mission of the OEN organization or OEN.
4. **Fundraising/Organizational Strategy**

Outline potential sources of financial support and what steps you will take, or have taken, to secure finances to date. Please provide a brief organizational strategy, envisioning what the OEN affiliate organization will look like in 1 year, 2 years, and 5 years; this should include staffing, budget, membership, and other organizational goals. Please limit this section to 2 pages.

1. **Budget**

In an excel spreadsheet, outline the anticipated expenditures for your OEN Member Oganization for years 1 and 2.