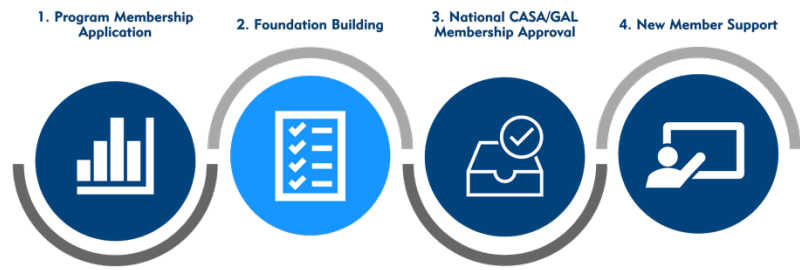


# Expansion - Foundation Building

## PROGRAMS STRUCTURED AS NONPROFITS

The National CASA/GAL Association for Children (National CASA/GAL) Program Membership Process guides state organizations and local programs in being intentional in their plans to increase the number of children served by a CASA/GAL volunteer by way of program development and National CASA/GAL membership. The National CASA/GAL Program Membership Process is required to start a new local program, change a program's governance structure and expand a program into an additional jurisdiction or county.



Once a potential program in either of the above categories is identified, the state organization completes and submits a Program Membership Application which must be approved by National CASA/GAL. Once the application is approved, the program will work through the Foundation Building component of the Program Membership Process. By the end of the Foundation Building phase of the National CASA/GAL Program Membership Process, the prospective CASA/GAL program will be submitted to the National CASA/GAL Board of Trustees for membership approval. Upon approval, the program will receive its custom logo and access to the National CASA/GAL Member Portal. The program will then work with National CASA/GAL to complete New Member Support.

**Documents in bold must be submitted to or reviewed by the National CASA/GAL during Foundation Building.**

### REVIEW FOUNDATIONAL DOCUMENTS

- National CASA/GAL Core Model
- Role of a Local Program
- Role of a State Organization
- Role of National CASA/GAL Association
- *National CASA/GAL Association Standards for Local CASA/GAL Programs (Standards)*

### REVIEW AND UPDATE ORGANIZING DOCUMENTS

- If there is a name change, review bylaws, notify the state where the program is incorporated once the name change is official, notify the IRS of the name change, and notify program stakeholders, including vendors,

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banks, and donors. Review [National CASA/GAL Association Naming Convention](#).

- Update and file **Articles of Incorporation** with the state (as applicable).
- Review and update **Bylaws** if needed.
- **Written Program Mission and Values Statement** if an update is necessary for the expanded service area.
- Review and update the Conflict of Interest Policy.

## INSURANCE

- **Proof of Insurance.** The program must have liability protection for the governing board (if applicable), the organization, program staff, and volunteers through the court, state statute, or private insurance coverage. The program should also obtain worker's compensation and other insurance as deemed necessary – the governing board should consult a local insurance agent. Insurance must be reviewed annually by the governing board. Contact the insurance provider to update the insurance if there is additional office space.

## FISCAL MANAGEMENT AND FUNDING REVIEW

- **First-Year Program Budget** (Board Approved). The program and governing board should develop a budget to include the expanded service area.
- Review financial management system (e.g., QuickBooks or Dynamics) – consider pricing, flexibility, ability to include payroll, and cloud-based systems. Does the system need to be expanded or changed due to the expanded service area?
- Review National CASA/GAL Standard 6.C. regarding audits, financial compilation, and financial review requirements with the prospective program. Review state requirements.
- Begin to determine resource development needs, including current resources; plan for resource development and fundraising goals and strategies; people responsible; timeframes; outcome measures.
- Review and update **Internal Financial Control Policies** and plan for exercising responsible stewardship of funds received from the expanded service area.

## OFFICE SPACE

Consider in-kind space that may be available. Check additional insurance required.

## AGREEMENTS WITH COURT, STATE ORGANIZATION, AGENCY, UMBRELLA ORGANIZATION

- **A Memorandum of Understanding (MOU) with the Court** should be developed with the new court/jurisdiction by the program and the court. The MOU should be with each jurisdiction/court/county to be served (multiple courts require multiple MOUs). See *MOU with the Court Checklist and Exemplar*.
  - **Memorandum of Understanding with Umbrella Organization** update if applicable. See *MOU with an Umbrella Organization Checklist*.
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## GOVERNING BOARD

- Determine Board Development and Recruitment Needs (current and projected) - recruitment, screening, and training, including formal Board Member Orientation. Review and update the Standardized Recruitment Packet. Submit **Updated Board Matrix**, including plans for representation from the expanded service area.
- Board Responsibilities. Develop and clarify the board's role, develop a **Board Member Job Description**, and ensure the process for screening and background checks for governing board members before affiliation, as required by *National CASA/GAL Standards*.
- Submit **Board Meeting Minutes** approving expansion into the new service area.

## BRANDING STANDARDS / LOGO

- The Executive Director should review the *National CASA/GAL Association Brand Guidelines and Intellectual Property Standards*.
- The Executive Director of the program must **acknowledge that the program has reviewed and will abide by the *National CASA/GAL Association Brand Guidelines and Intellectual Property Standards***.

## UPON COMPLETIONS OF FOUNDATION BUILDING

- The prospective program receives an updated logo, if applicable.
  - Up to 12 months of New Member Support with the National CASA/GAL.
  - Governance support through BoardSource and volunteer management resource, *Everyone Ready*.
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