

# AfCAA Accreditation Application Form for Christian Non-Profit Organisations

AfCAA accepts applications from duly registered Christian non-profit organisations who have been in operation for at least one year after receiving the valid annual tax compliance or equivalent (where applicable) and have received at least USD 50,000 in total income for the most recent fiscal year.

AfCAA Accreditation is valid for one year. Renewal of the accreditation is required annually through an Annual Renewal process, which includes the annual fee. The fee schedule is included herewith for your reference.

The AfCAA seal and accreditation credentials remain the property of AfCAA and their use is contingent upon compliance with AfCAA Standards and continued accreditation.

## Summary of required documents

- One off USD 300 application fee.
- Completed and signed AfCAA application form.

### STANDARD 1: Doctrinal Foundation

- Signed and dated statement of Faith affirming a commitment to the Evangelical Faith (if your Organisation does not have a statement of faith, please explain why and how your Organisation demonstrates its commitment to biblical truths and practices).
- 2 recent letters of reference from either; one of your donors, or current AfCAA accredited members, ECFA accredited organisations, lawyer, external auditors, and partners.

### STANDARD 2: Leadership and Governance

- A scanned copy of your certificate of Incorporation.
- Articles of incorporation or Organisation constitution or legal equivalent – signed and dated by appropriate corporate officers.
- Organogram/Organisation Chart illustrating the structure of your Organisation and the various functions/departments.
- Mission and Purpose Statement (100-word description of your Organisation).
- A copy of your governing policy (e.g. Board policy manual, board charter and governance manual or its equivalent).
- Document indicating calendar of board meetings.

### STANDARD 3: Talent Management

- HR policy manual.
- List of all employees showing their positions, departments, when they joined the Organisation, disaggregated data on number of males: female.
- Sample job description of a current staff.

### STANDARD 4: Learning and Innovation

- Strategic plan document.

- Monitoring and evaluation documents/framework.
- Copy of knowledge management policy or equivalent policy that shows how knowledge is captured, stored and secured to protect integrity.
- Copy of most recent Annual Report.

### STANDARD 5: Cultural Differences, Acceptance and Interdependence

- Evidence of training on cross cultural awareness.

### STANDARD 6: Financial Management and Disclosure

- Financial Manual and Procurement Manual.
- Financial statement reports for donors.
- Annual operating budget.
- Copy of the latest audited report and the management letter from an independent auditor.
- Policy on acknowledgement of gifts in kind.
- Copies of returns submitted to the tax authorities and other relevant regulators for annual compliance purposes. If your Organisation is not required to file returns, please explain the exemption.
- Tax exemption certificate (if applicable).
- Letter from lawyer showing your Organisation is not under litigation.
- Tax Compliance Certificate.

### STANDARD 7: Resource Mobilization

- Resource mobilization plan.
- Sample appeal sent to a donor and sample report to donors/investors/bank/microfinance on use of funds.
- Thank you notes to donors (where applicable).
- Compliance with AfCAA Standard 7 on Resource Mobilisation.

(\*All documents are to be submitted in PDF format, if possible, to [info@afcaa.org](mailto:info@afcaa.org))

# AfCAA Accreditation Application Form for Christian Non-Profit Organisations

PLEASE READ ALL DIRECTIONS CAREFULLY

**Name of organisation** \_\_\_\_\_

*(Please insert details exactly as you want them published in the AfCAA accredited organisation list and on the website after approval)*

Organisation Personal Identification Number (PIN): \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State/Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State/Country \_\_\_\_\_ Postal Code \_\_\_\_\_

**(Not PO Box)**

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Public email \_\_\_\_\_ Website \_\_\_\_\_

## Application contact person

Prefix (Mr., Mrs., Dr., etc.) \_\_\_\_\_ Title (CEO, Pres., etc.) \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_

*(This is the individual who will receive a copy of the application, and who will be contacted if AfCAA wants more information regarding your application.)*

Contact person's email address \_\_\_\_\_

**Organisation's top leader** — *Organisation's top leader per the organisational chart (not necessarily the highest paid), such as the CEO, president, executive director, or comparable position.*

Prefix (Mr., Mrs., Dr., etc.) \_\_\_\_\_ Title (CEO, Pres., etc.) \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_

Email address \_\_\_\_\_

## Whom should donors contact if they have questions? \*

Prefix (Mr., Mrs., Dr., etc.) \_\_\_\_\_ Title (CEO, Pres., etc.) \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_

Email address \_\_\_\_\_

## Additional Contact Information (Chief financial officer, or similar position)

Prefix (Mr., Mrs., Dr., etc.) \_\_\_\_\_ Title (CFO, V.P., etc.) \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_

Email address \_\_\_\_\_

## Chief operating officer, chief administrator, Human resources, or similar position

Prefix (Mr., Mrs., Dr., etc.) \_\_\_\_\_ Title (COO, H.R., etc.) \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_

Email address \_\_\_\_\_

## Chief development officer, or similar position

Prefix (Mr., Mrs., Dr., etc.) \_\_\_\_\_ Title (CDO, V.P., etc.) \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_

Email address \_\_\_\_\_

*(The information given here is for internal use only — AfCAA will not publicize)*



the Truth, and the Life, and God gives salvation and eternal life to those who trust in him (John.3:16, 14:6; Acts.4:12). Salvation cannot be earned through personal goodness or human effort. It is a gift that is received by repentance and faith in Jesus Christ and his death on the cross and resurrection from the grave (Eph. 2: 8, 9).

vi). We believe that all believers are members of the body of Christ, the one true church universal. Spiritual unity is to be expressed among Christians by acceptance and love of one another across ethnic, cultural, socio-economic, national, generational, gender, and denominational lines. The local church is a group of believers who gather for worship, prayer, instruction, encouragement, mutual accountability, community with each other, and as a witness to the world (Matt. 16:18; Rom. 12:4-5; 1 Cor. 12:12; Col. 1:18).

vii). We believe in that all mankind is accountable to God for how they live their lives, and in the bodily resurrection of every person that has ever lived for eternal rest and reward in heaven or for judgement and eternal punishment in hell. (Rom. 14: 10,12; Heb.9:27; 1 Pet.4:5; Rev. 20:11-15).

*If your organisation has a statement of faith or other documentation of a commitment to the evangelical Christian faith, submit in PDF to [info.afcaa.org](mailto:info.afcaa.org) or provide a hard copy*

## Standard 2: Leadership and Governance

Every member of AfCAA shall be governed by a responsible, accountable Board of not less than five individuals, the majority of whom shall be independent. A Board is defined to include Church elders councils, Advisory Boards and Statutory Boards. Board members should be competent individuals who have demonstrated a commitment to honesty, loyalty and excellence. The organisation must demonstrate a process of Board orientation and training in matters of corporate governance. The Board shall meet at least semi-annually to ensure vision and mission alignment, establish policies, and review organisational accomplishments against the strategic plan. Furthermore, the Board shall ensure the organisation has systems and structures that enable it to discharge its moral, fiscal and social responsibilities.

	YES	NO
A. Did the full board meet at least two times within the last twelve months?	<input type="checkbox"/>	<input type="checkbox"/>
B. Does your Organisation have a written conflict of interest policy? If YES, please attach a copy.	<input type="checkbox"/>	<input type="checkbox"/>
C. At board meetings during the last twelve months, were the majority of those in attendance and voting independent board members? (See Standard 2 commentary at <a href="http://www.afcaa.org">www.afcaa.org</a> for AfCAA's definition of "independent".)	<input type="checkbox"/>	<input type="checkbox"/>
D. Does the tenure of the current serving board members exceed 3 terms of 3 years each?	<input type="checkbox"/>	<input type="checkbox"/>
E. Have your board members been trained on corporate governance? If so when was the last training?	<input type="checkbox"/>	<input type="checkbox"/>
F. Is your Organisation under investigation (or has it been in the last year) by any government authority? If YES, please explain.	<input type="checkbox"/>	<input type="checkbox"/>
G. Is your Organisation involved (or has it been in the last year) in litigation? If YES, please explain.	<input type="checkbox"/>	<input type="checkbox"/>
H. Is your Board composition and committees aligned to your mission, vision and strategic plan?	<input type="checkbox"/>	<input type="checkbox"/>

*Please provide explanations to the responses provided above*

### Standard 3: Talent Management

Every member organisation of AfCAA shall seek to attract talented, honest and committed people using fair, transparent and equitable processes. Every member shall also seek to place its people in roles that are aligned with their gifting and expertise. The organisation shall put in place a staff retention mechanism as well as staff development programs that encourage personal growth, career progression, and skills upgrade. The organisation shall strive to pay competitive market rate salaries that take into account the dynamic work environment and the organisation's ability to pay. Every member organisation shall put in place mechanisms that ensure the economical, emotional, spiritual, social and physical welfare of its staff.

	YES	NO
A. Does your organisation have policies which encourage personal growth, career progression and skills upgrade for its staff members?	<input type="checkbox"/>	<input type="checkbox"/>
B. Does your organisation use standardised procedures for recruitment and hiring?	<input type="checkbox"/>	<input type="checkbox"/>
C. Has your organisation carried out performance reviews at least once within the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
D. Does the full board annually pre-approve the senior management's total compensation package and is notified of the recruitment and total package of any of the senior management's family members who are employed by the organisation or any of its subsidiaries or affiliates?	<input type="checkbox"/>	<input type="checkbox"/>
E. Does the board or committee obtain reliable comparability data with respect to the position for which compensation is being set? (Such comparability data should be for functionally comparable positions, and for organisations as similar as possible to the organisation and shall be updated at least every five years.)	<input type="checkbox"/>	<input type="checkbox"/>
F. Does the board or committee document its compliance with the requirements described in the agreements and if applicable, its rationale for establishing compensation at a level that exceeds that which is supported by the comparability data?	<input type="checkbox"/>	<input type="checkbox"/>
G. Briefly describe (in not more than half a page) the economical, emotional, spiritual, social and physical welfare staff programs in place.	<input type="checkbox"/>	<input type="checkbox"/>

### Standard 4: Learning and Innovation

Every member of AfCAA shall promote a learning environment where critical thinking and dialogue are encouraged and celebrated. Every member shall put in place policies to promote knowledge management within the organisation to keep abreast with best practice and technology upgrades for their area of focus. The organisation shall strive for a better understanding of the social, economic, political and spiritual elements of its environment. Innovation, research and development shall be part of the organisational culture.

	YES	NO
A. Does your organisation have a policy to enable it to keep abreast with the trends, skills and competencies required to carry out its mandate?	<input type="checkbox"/>	<input type="checkbox"/>
B. Does your organisation have a knowledge management plan?	<input type="checkbox"/>	<input type="checkbox"/>

C. Does your organisation have systems that ensure the security and integrity of its information is safeguarded and processes which facilitate the recovery of such information in the event of damage or loss brought about by unseen events?	<input type="checkbox"/>	<input type="checkbox"/>
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**Standard 5: Cultural Differences, Acceptance and Interdependence**

Every member of AfCAA shall foster a culture of acceptance, unity, love and compassion where people are not discriminated against because of their gender, origin, age, disability, ethnicity or race. The organisation shall embrace and celebrate cultural differences that are consistent with biblical truth as God’s creation, and shall encourage the organisation’s staff to use cultural diversity for mutual enrichment. The organisation shall promote teamwork, interdependence and partnership with like-minded entities fostering mutual respect.

	YES	NO
A. Does the organisation’s cultural representation reflect inclusivity in terms of gender, origin, age, disability, ethnicity, race and cultural diversity?	<input type="checkbox"/>	<input type="checkbox"/>
B. Have staff members in the organisation had training on cross – cultural awareness?	<input type="checkbox"/>	<input type="checkbox"/>
C. Are the facilities within the organisation built to allow people with disabilities to gain easy access?	<input type="checkbox"/>	<input type="checkbox"/>

**Standard 6: Financial Management and Disclosure**

Every member shall design and implement the internal controls necessary to provide reasonable assurance that all the organisation’s resources are acquired and used in a trustworthy manner in furtherance of the organisation’s vision and mission, and in conformity with all applicable laws. Each member is required to account for all financial resources in a transparent manner, and to provide complete and accurate financial statements as defined by AfCAA policies. Every member shall provide a copy of its current financial statements to a current or potential donor upon written request.

	YES	NO
A. Does the board or its designated committee (consisting of a majority of independent members) maintain appropriate communication with the independent certified public accountant or equivalent?	<input type="checkbox"/>	<input type="checkbox"/>
B. Is the board appraised of any material weakness in internal controls or other significant risks?	<input type="checkbox"/>	<input type="checkbox"/>
C. Is the full board appraised by the CPA or equivalent of any significant deficiencies in internal controls, compliance issues, or risks?	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate which one of the following financial statements you are submitting:

- United States Generally Accepted accounting Standards / Generally Accepted Accounting Practices (U.S. GAAS/GAAP) audit**, with disclosure notes, performed by an independent certified public accounting firm or equivalent
- International Financial Reporting Standards (IFRS)**, with disclosure notes, performed by an independent certified public accounting firm or equivalent
- International Public Sector Accounting Standards (IPSAS)**, with disclosure notes, performed by an independent certified public accounting firm or equivalent

<b>Tax Exemption</b>	YES	NO
A. Where applicable has your organisation filed and obtained exemption from applicable authorities?	<input type="checkbox"/>	<input type="checkbox"/>
B. Are your organisation's audited financial statements provided to donors upon written request?	<input type="checkbox"/>	<input type="checkbox"/>
C. To the best of your knowledge, is your organisation in full compliance with applicable government, and municipal laws and statutory provisions relating to financial reporting?	<input type="checkbox"/>	<input type="checkbox"/>
D. Does your organisation receive donor – restricted gifts, and do you separately account for these funds contributed and expend the funds within the donor – imposed restrictions? If NO, please explain.	<input type="checkbox"/>	<input type="checkbox"/>

## **Standard 7: Resource Mobilisation**

### **7A. Donor or Investor Expectations**

Fund-raising appeals must not create unrealistic expectations of what a donor or investor(s) funds will actually accomplish within the AfCAA member's organisation, or in the case of donated funds, within the donor's life.

### **7B. Truthfulness in Communication**

A member must provide a current report, upon written request, including financial information on any specific project for which it is soliciting funds. All communication used to raise funding must be current, complete, and accurate. References to past, present or proposed activities of the fundraising entity or its partners must be appropriately dated. There must be no material omissions or exaggerations of fact or use of misleading photographs, videos, or any other communication which would tend to create a false impression or misunderstanding.

### **7C. Use of Funds**

All statements made by the member in its fund-raising appeals about the use of the gift must be honored by the member. The donor's/investor's intent is related both to what was communicated in the appeal and to any donor/investor instructions accompanying the funds. The member should be aware that communications made in fund-raising may create a legally binding restriction.

### **7D. Projects Unrelated to a Member's Primary Purpose**

A member raising or receiving funds for programs that are not part of its present or prospective activities, must either, treat them as restricted funds and channel them through an organisation that can carry out the donor's intent or return the funds to the donor.

## 7E. Acknowledgements of Gifts in Kind

Property or gifts-in-kind received by a member should be acknowledged, describing the property or gift accurately without a statement of the gift's market value. It is the responsibility of the donor to determine the fair market value of the property for accounting and if applicable, tax purposes and to use professionals to promote accuracy of the market value so determined.

	YES	NO
A. Does your organisation comply with each of AfCAA's Standards for stewardship of Charitable Gifts listed above?	<input type="checkbox"/>	<input type="checkbox"/>
B. To the best of your knowledge, is your organisation in compliance with applicable charitable solicitation laws, government registration requirements, securities regulations and other statutory provisions?	<input type="checkbox"/>	<input type="checkbox"/>

*This optional information is being gathered to help us better serve AfCAA accredited organisations and will not be publicly disclosed on an individual basis.*

**Givers:** Approximately how many givers supported your organisation over the last 12 months? \_\_\_\_\_

**Volunteers:** Approximate number of volunteers (unpaid): \_\_\_\_\_

**Employees:** Approximately how many full-time employees are employed: \_\_\_\_\_ within your Country?  
\_\_\_\_\_ outside your Country?

**Programs:** Approximately how many people are reached/served annually: \_\_\_\_\_ within your Country?  
\_\_\_\_\_ outside your Country?

How did you learn about AfCAA? (*Tick all the applicable options below*)

- AfCAA's Website
- AfCAA's Forum/conference
- Other Conference/Convention (which one?)
- Current AfCAA Accredited Organisation
- Board member
- Radio / TV
- Donor
- Other (*specify*)



## Financial Data

From the Balance sheet	Local currency	From Statement of Comprehensive Income	Local currency
<b>Assets</b>		<b>Revenue</b>	
Property, plant and equipment (net of accumulated depreciation)		Unrestricted cash contribution	
		Temporarily restricted cash contribution	
		Permanently restricted cash contribution	
<b>Total Assets</b>			
<b>Liabilities</b>			
Long term debt (note, bonds, mortgages, less payable)		<b>Total revenue</b> (unrestricted, temporarily restricted and permanently restricted)	
<b>Total Liabilities</b>			
<b>Net Assets</b>		<b>Functional Expense</b>	
Unrestricted net assets		Ministry	
Temporarily – restricted net assets		Program Services	
Permanently – restricted net assets		General & Admin	
		Fund raising	
<b>Total net assets</b>		<b>Total expenses</b>	

\*Please provide your data in your local currency

# Statement of Compliance

As an organisation applying for accreditation by AfCAA, we affirm that the information provided in this accreditation application and the accompanying supporting documents fully and fairly describes the financial reporting, disclosure, and administrative practices of our organisation. We also affirm as an applicant to abide by the terms of the relationship between AfCAA and its members as set forth in the AfCAA letter of engagement regarding both the application process and any subsequent relationship.

## Signature Required

C.E.O \_\_\_\_\_

By signing above, you acknowledge your affirmation of the Statement of Compliance

Please Print Name \_\_\_\_\_

Date

Organisation Name \_\_\_\_\_

\*Please provide written authorization for signing this document if not the C.E.O



# Supplemental Information

If more space is needed for any questions on these pages, please attach a separate sheet.

1. What is the timeliness of reconciling all of the organisation's cash and cash equivalents accounts (this includes bank, savings, and money market accounts)? For example, monthly?
2. Does the organisation have inventory that is not reflected on the financial statements? If **YES**, please describe and estimate the value of the inventory?

Does the organisation have plant, property or equipment assets that are not reflected on the financial statements? If **YES**, please describe and estimate the value of these assets.

3. Please estimate the amount of payables or accruals that are not reflected at the end of the accounting period.
4. Are there any payables (whether or not reflected on the financial statements) to employees or related parties? If **YES**, describe and identify amounts.
5. Are the terms and other provisions of long-term liability agreements properly disclosed in the financial statements? If **NO**, please describe.
6. Are net assets classified between unrestricted, temporarily restricted, and permanently restricted on the financial statements? If **NO**, please explain.
7. Are expenses functionally allocated (program, general and administration, and fund - raising) either on the statements of activity or in the footnotes to the financial statements? If **NO**, please provide an estimate of the functional expenses that agrees with total expenses on the year-end financial statements:

Program Expenses	
General and Administrative	
Fund raising	
<b>Total Expenses</b>	

Total expenses should equal your total expense on your financial statements

8. Please describe the internal controls relating to cash and checks received by the organisation. Identify the position title of the individuals performing the various steps in the process, *e.g.*, opening the mail, counting checks and cash, preparing the deposit, taking the funds to the bank, performing the bank reconciliation.
9. Please describe the internal controls relating to the disbursement of funds. Identify the position titles of the individuals performing the various steps in the process, *e.g.*, approving invoices, expense reports, etc., for payment, writing/preparing the checks, signing the checks, and distributing the checks.
10. Does the organisation have (and follow) an accountable expense reimbursement plan? If **NO**, please explain.
11. How does the organisation determine whether workers will be considered employees or independent contractors?
12. Have there been any occurrences of significant fraud in the organisation in the last five years? If **YES**, please describe in a separate document.

# Sector Classification

Name of organisation \_\_\_\_\_

In order to assist the giving public, AfCAA classifies its accredited organisations into activity categories. Use this sheet to classify the primary outreach activity of your organisation. Use separate copies of this sheet to note the organisation's activity of subsidiaries. Note that parent and subsidiary classifications should not overlap. For example, an organisation that also operates a school should indicate the parent's classification as Children's Home and the subsidiary's as Education.

<input type="checkbox"/> Adoption	<input type="checkbox"/> Community Development	<input type="checkbox"/> Literature Publishing, Distribution
<input type="checkbox"/> Advocacy	<input type="checkbox"/> Conflict Resolution	<input type="checkbox"/> Marriage, Family
<input type="checkbox"/> Alcohol and Drug Recovery	<input type="checkbox"/> Counselling	<input type="checkbox"/> Media
<input type="checkbox"/> Apologetics	<input type="checkbox"/> Disability	<input type="checkbox"/> Film Ministry
<input type="checkbox"/> Arts	<input type="checkbox"/> Discipleship	<input type="checkbox"/> Internet Ministry
<input type="checkbox"/> Association	<input type="checkbox"/> Donor Advised Funds	<input type="checkbox"/> Radio Ministry
<input type="checkbox"/> Aviation	<input type="checkbox"/> Education	<input type="checkbox"/> Television Ministry
<input type="checkbox"/> Bible Distribution	<input type="checkbox"/> Environment, Conservation	<input type="checkbox"/> Medical, Dental, Health Services
<input type="checkbox"/> Bible Study	<input type="checkbox"/> Family & Children Services	<input type="checkbox"/> Men's Ministry
<input type="checkbox"/> Bible Training	<input type="checkbox"/> Financial Services	<input type="checkbox"/> Military Outreach
<input type="checkbox"/> Bible Translation	<input type="checkbox"/> Foundation	<input type="checkbox"/> Ministry Training, Consulting
<input type="checkbox"/> Camping, Conference	<input type="checkbox"/> Human Trafficking	<input type="checkbox"/> Orphan Care
<input type="checkbox"/> Chaplaincy	<input type="checkbox"/> Leadership Training	<input type="checkbox"/> Prison, Post-Prison
<input type="checkbox"/> Child Sponsorship	<input type="checkbox"/> Legal Services	<input type="checkbox"/> Racial Reconciliation
<input type="checkbox"/> Children's Home	<input type="checkbox"/> Literacy Programs	<input type="checkbox"/> Relief and Development
<input type="checkbox"/> Children's Ministry		

\* If your organisation does not fit in one of the above classifications, please provide us with a recommended category.

# AfCAA Fee Schedule

The annual fee for non-profit organisations is based on the income as per the audited financial statements as per the schedule below:

*Income of:*

At least (\$)	But less than (\$)	Accreditation fee is (\$)
0	250,000	750
250,001	500,000	850
500,001	750,000	1,000
750,001	1,000,000	1,250
1,000,001	1,500,000	1,500
1,500,001	2,000,000	1,750
2,000,001	2,500,000	2,000
2,500,001	3,000,000	2,250
3,000,001	3,500,000	2,500
3,500,001	4,000,000	2,750
4,000,001	5,000,000	3,000
5,000,001	7,000,000	3,500
7,000,001	10,000,000	4,500
10,000,001	14,000,000	6,000
14,000,001	19,000,000	8,000
19,000,001	25,000,000	10,500
25,000,001	32,000,000	13,500
32,000,001	40,000,000	17,000
40,000,001	49,000,000	21,000
49,000,001	59,000,000	25,500
59,000,001	70,000,000	30,500
70,000,001	82,000,000	36,000
82,000,001	95,000,000	42,000
95,000,001	109,000,000	48,500
109,000,001	124,000,000	55,500
124,000,001	140,000,000	63,000
140,000,001	157,000,000	71,000
157,000,001	175,000,000	79,500
175,000,001	194,000,000	88,500
194,000,001	214,000,000	98,000
214,000,001	235,000,000	108,000
235,000,001	And above	118,500

\*Please note that these Fees can change at the discretion of the AfCAA Board

# Subsidiary and Program Information

AfCAA makes available through its website summary information on accredited organisations as well as subsidiaries and programs of accredited organisations.

To qualify as a **subsidiary**, the following criteria must be met:

- (1) the financial activity of the subsidiary is included in the organisation's audit, and
- (2) the subsidiary is an evangelical non-profit ministry.

To qualify as a **program**, the activity (not a separate entity) must be conducted under the control of the accredited organisation.

If you have subsidiaries or programs that meet the above criteria and you would like them listed with AfCAA, please complete the following for each subsidiary:

**Accredited Organisation Name:** \_\_\_\_\_

1. Subsidiary  or Program  (please check one)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Website \_\_\_\_\_

Organisation type (such as missions, adoption, counselling, etc.) \_\_\_\_\_

Contact Person \_\_\_\_\_

Description (100 words or less)

2. Subsidiary  or Program  (please check one)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Website \_\_\_\_\_

Organisation type (such as missions, adoption, counselling, etc.) \_\_\_\_\_

Contact Person \_\_\_\_\_

Description (100 words or less)

3. Subsidiary  or Program  (please check one)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Website \_\_\_\_\_

Organisation type (such as missions, adoption, counselling, etc.) \_\_\_\_\_

Contact Person \_\_\_\_\_

Description (100 words or less)

\*\* If you have more subsidiaries, photocopy this document as needed. \*\*