



United Way of the Quad Cities Area Community Investment Update Checklist

Agency Name: _____

Program Name: _____

- Online submission of Community Investment Update items listed on the Checklist below including Beneficiary Data listed must be submitted by **February 26, 2010 at 4:30 PM.**
- Your agency's board roster, 501(c)3, most recent Agency Audit, and IRS 990 must be **submitted electronically** to lcook@unitedwayqc.org by **February 26, 2010 at 4:30 PM** (even if you've already submitted a hard copy to United Way).
- Annual Report and Anti-terrorism Compliance Form must be dropped off/mailed to the United Way office also due by **February 26, 2010 at 4:30 p.m.**

The Anti-terrorism compliance form can be found on our website at www.unitedwayqc.org located under **Community Investment → Toolkit.**

CHECKLIST OF ITEMS	Number of Copies	√ CHECK
Budgets (Agency & Program): <ul style="list-style-type: none"> • 2009 Actual (FY09 Actual) • 2010 Revised (to date) • Optional: 2011 Proposed (only if proposed budget has changed) Companies (Agency): <ul style="list-style-type: none"> • 2009 Beneficiary Data Forms (Program): <ul style="list-style-type: none"> • 2010- Program Narrative Update Form Demographics (Program): <ul style="list-style-type: none"> • Age- 2009 Actual, 2010 Revised • Ethnicity- 2009 Actual, 2010 Revised • Gender- 2009 Actual, 2010 Revised • Residence- 2009 Actual, 2010 Revised 	Submitted online according to the attached directions. Agency Directors will receive a User ID and Password in an email from cscanfield@unitedwayqc.org on January 29, 2010.	
Board Roster	1 per agency- electronically	
Copy of IRS 501(c) 3	1 per agency- electronically	
Most recent Agency Audit	1 per agency- electronically	
Copy of IRS 990	1 per agency- electronically	
Annual Report	1 per agency	
Anti-terrorism Compliance Form	1 per agency	

Please feel free to contact Leslee Cook, Resource Investment Manager at lcook@unitedwayqc.org or at 563-344-0321 with any questions that you may have concerning the Community Investment Update.