



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 are due to United Way by February 25, 2011 at 4:30 PM

Your agency's board roster, most recent Agency Audit, and IRS 990 must be **submitted** online (even if you've already submitted a hard copy to United Way). **Please do not submit hard copies.** Please use the Community Investment Update directions to help you in submitting these items on the online system.

Note: All items below including a copy of the Anti-terrorism compliance form can be found once you enter the online application website. A hard copy is NOT needed of the Anti-Terrorism Form this year.

CHECKLIST OF ITEMS	Number of Copies	√ CHECK
<p>Community Building Packages-</p> <p>Agency:</p> <ul style="list-style-type: none"> • Agency 2010 Actual Budget • Agency 2011 Revised Budget • Agency 2012 Proposed Budget • Agency Anti-Terrorism Form <p>Program(s):</p> <ul style="list-style-type: none"> • Program 2010 Actual Budget • Program 2011 Revised Budget • Program 2012 Proposed Budget • Program Demographics Age 2010 Actual • Program Demographics Age 2011 Revised • Program Demographics Ethnicity 2010 Actual • Program Demographics Ethnicity 2011 Revised • Program Demographics Gender 2010 Actual • Program Demographics Gender 2011 Revised • Program Demographics Residence 2010 Actual • Program Demographics Residence 2011 Revised • Program Narrative Update Form for 2011 <p>Companies (Agency)-</p> <ul style="list-style-type: none"> • 2010 Beneficiary Data <p>Documents (Agency)- Please attach/post the following (title each as is stated on the Instructions):</p> <ul style="list-style-type: none"> • Most recent Agency Audit • IRS 990 • Annual Report • Board Roster 	<p>Submitted online according to the attached directions. Agency Directors & other staff if previously requested will receive a User ID and Password in an email from lcook@unitedwayqc.org on January 27, 2011.</p>	

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.

Note: This checklist is for agency use only.