

# ARKANSAS IMAGINATION LIBRARY WELLNESS CHECKLIST FOR IMAGINATION LIBRARY AFFILIATES



## I. Nonprofit Governance

**Do you have the following documents on file? (Check all that apply.)**

- By-laws
- Articles of Incorporation
- Memorandum of Agreement with Dollywood Foundation
- IRS determination letter of non-profit status
- Secretary of State corporate filing
- Most recent audit
- Most recent Form 990
- List of board members, roles, and terms
- 2021 organizational budget
- 2020 end-of-year profit and loss statement and/or bank/investment statements
- Postal approval letter for non-profit mailing rates *(Required by USPS)*

## II. Financial Health **(Check all that apply.)**

- Do you have a list of grants your organization has received?
- Do you have a list of donors that have contributed to your organization?
- Do you publish an Annual Report that includes a donor list?

## III. Fundraising **(Check all that apply.)**

- Do you have an advisory board or committee that is active in fundraising?
- Do you have a fundraising plan for 2021?  
If yes, which funding sources are part of your fundraising plan?  
Check all that apply:
  - Fundraising event(s): \_\_\_\_\_
  - Grants from foundations, corporations, or organizations
  - Support from school districts
  - Donations from private businesses
  - Donations from civic organizations (Rotary, Kiwanis, Lions Club, etc.)
  - Support from libraries / Friends of the Library groups
  - Other funding sources: \_\_\_\_\_

## IV. Enrollment Strategies

How much growth in your affiliate's target enrollment is expected in 2021?

- 5 – 10%     11 – 20%     21 – 30%     Other: \_\_\_\_%

*A minimum of five (5) percent annual growth in each affiliate's target enrollment is required to receive the 50% matching grant from Arkansas Imagination Library (ARIL). Contact ARIL if you need help calculating your affiliate's minimum annual enrollment numbers.*

- Do you offer online registration or plan to offer online registration in 2021? *Online registration is strongly encouraged for all Arkansas affiliates.*

## V. Book Order System (BOS) Management **(Check all that apply.)**

- Is your affiliate contact information updated on your outward facing website?
- Do you utilize the tagline option in the BOS to recognize major donors?
- Have you received training to utilize the BOS effectively? *If not, an online training is available to you. Please contact ARIL for more information.*

**Questions? Please contact Brooke Bridges at Arkansas Imagination Library at  
(501) 269-9097 or [brooke@arimaginationlibrary.org](mailto:brooke@arimaginationlibrary.org).**

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