



**Consortium of Florida Education Foundations  
Foundations for Excellence Quality Standards  
Groundwork for Success**



**Consider the below activities and evidence and whether you can produce documents of each.**

- ☐ Strategic plan
  - ☐ Mission/vision statement
  - ☐ Purpose statement (should be in Articles of Incorporation)
  - ☐ Programs aligned w mission/needs
  - ☐ Annual planning review session
- ☐ Matching Grant application and final report
  - ☐ Program budget
- ☐ Board manual
  - ☐ Written roles for board members, executive committee (and staff), include fundraising tasks
  - ☐ New member orientation
  - ☐ Advocacy statement/policy
- ☐ Board assessment
  - ☐ Recruitment strategy
  - ☐ Review of chair (staff) performance
- ☐ Fundraising plan that includes potential multi-year sources
  - ☐ Donor lists
- ☐ Meeting minutes that include District representation
- ☐ Logo
  - ☐ Website
  - ☐ Letterhead
- ☐ Business legalities
  - ☐ Nonprofit status, state and IRS
  - ☐ Bylaws
  - ☐ D&O insurance
  - ☐ Fiscal controls
- ☐ Annual budget