



OANO

OHIO ASSOCIATION OF  
NONPROFIT ORGANIZATIONS

*The resource for Ohio's Nonprofit Organizations*





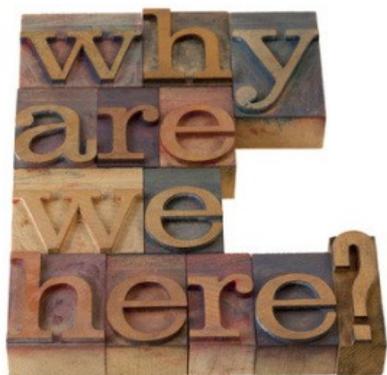
# About OANO

The Ohio Association of Nonprofit Organizations (OANO) is the only statewide membership association that reflects the full diversity of the nonprofit sector in Ohio. OANO members include organizations of all sizes and mission areas, including arts and culture; health and human services; community development; and many other types of organizations.

OANO's mission is to provide leadership, education, and advocacy to enhance the ability of Ohio's nonprofit organizations to serve their communities.

We carry out our mission by:

- Providing programs, services and resources to strengthen the management, governance and leadership of nonprofit organizations
- Serving as a voice on public policy issues and working to build the capacity of Ohio's nonprofit organizations to participate in the public policy process
- Leading through research, education, and information sharing to broaden stakeholders' knowledge about Ohio's diverse nonprofit sector



# OANO Membership Benefits at a Glance!

OANO works hard to ensure that its members receive value from their investment.

Member benefits include:

- Numerous seminars and workshops for nonprofit leaders
- Discounts and some free admissions on workshop registration fees for members
- Public policy work for the sector
- Standards for Excellence – an ethics and accountability code for the nonprofit sector
- News alerts about timely topics, best practices and legislative notices
- One-on-one technical assistance
- Sample policies and procedures (bylaws, gift acceptance, conflict of interest...)
- Biennial salary and benefits report
- Job board where OANO members can post their open positions for free
- Member savings and group purchasing programs (health insurance, workers' comp. , unemployment savings...)
- Statewide conference with first-rate speakers & networking opportunities
- The Ohio Nonprofit Excellence Award to recognize the outstanding work of Ohio's nonprofits

OANO membership dues are based on an organization's annual operating budget. Membership renewal is on a quarterly basis.

For example, if you join in the second quarter of the year, your renewal will occur the second quarter of the following year.

Once an organization joins, all staff and board members are considered members.



# Educational Programs & Trainings

Each year, OANO provides educational programs to enhance the capacity of Ohio's nonprofit organizations. These educational programs create opportunities for nonprofit leaders to develop professional networks and acquire up-to-date knowledge on various topics such as fundraising, governance, and accountability. OANO members receive a discount on registration fees and some programs are free for members. OANO offers programs in two different formats:

- **Regional Programs** – some programs are offered in person at different regions across the state. A regional program allows for one-on-one interaction and the ability to network with nonprofit peers.
- **Webinars** – some programs are offered via the web. Webinars can be cost effective as multiple staff can participate for one registration connection. It also allows nonprofit executives with minimal time, to access high-level education.

**“I appreciate the timely training topics and the benefits of learning about nonprofit challenges from a perspective outside my own particular field.”**

**-Debbie Schmieding,  
Executive Director, Havar**

**Details about upcoming OANO trainings can be found on OANO's website:**

**[www.oano.org](http://www.oano.org)**



# Sample Policies and Procedures

Through OANO's Standards for Excellence program, members have access to sample policies and procedures. The policies enable nonprofit organizations to accurately evaluate whether they are in compliance with federal, state and local regulations. They also help members save time and money. Why have your staff or a hired contractor develop a whistleblower policy or conflict of interest policy when OANO has these resources for free? OANO has sample policies and procedures for the following content areas:

- Mission and Organizational Evaluation
- Program Evaluation
- Legal Compliance - Liability
- Program Service
- Board Composition
- Conduct of the Board
- Conflict of Interest
- Volunteer Policies
- Financial Policies
- Public Accountability
- Fundraising Costs
- Fundraising Practices
- Solicitation and Acceptance of Gifts
- Employment of Fundraising Personnel
- Public Policy Advocacy, Promoting Public Participation
- Financial Planning and Monitoring- Budget, Audit and Internal Financials
- On-Going Planning by the Organization's Board of Directors
- Personnel Policies and Employee Orientation
- Compensation and Employee Evaluation
- Accountability
- Reporting Financial Improprieties

**“As an organization that has obtained the distinction of the Standards for Excellence Accreditation, The Dayton Foundation has first-hand experience with the ... benefits from ensuring best practices are in place throughout our organization. Through our funding of OANO's Standards for Excellence Clinics, we seek to spread that high level of function and efficiency throughout our nonprofit community, resulting in a more effective use of donor funds. Simply put, the OANO's Standards for Excellence program makes a difference.”**

**-Mike Parks, President  
The Dayton Foundation**

# Standards for Excellence



## Tiered Program

Earn your Standards for Excellence Accreditation through OANO's tiered program.

### *Tier 1: Basic-*

adherence to basic legal, regulatory and governance practice. Any organization completing the SFX Clinic Series within the past two years can apply.

### *Tier 2: Basics Enhanced-*

addressing the best practices of nonprofit management and governance.

### *Tier 3: Standards for Excellence Seal-*

the ultimate achievement of effectiveness and governance.

OANO is committed to bolstering public confidence in and support for the nonprofit sector through the **Standards for Excellence (the Standards)** which promote ethical practices and accountability in nonprofit organizations across the state.

Adopted by OANO in 2001, the **Standards** are based on fundamental values—such as honesty, integrity, fairness, respect, trust, responsibility, and accountability. They describe how nonprofits should act to be ethical and be accountable in their program operations, governance, human resources, financial management and fundraising. The **Standards** are based on 58 guiding principles. The complete list of guiding principles can be found on OANO's website at [www.oano.org](http://www.oano.org).

OANO is committed to the **Standards** and all OANO members are requested to pledge their commitment to the guiding principles. Members who wish to take their commitment beyond the pledge level can also apply for **Standards** accreditation. The accredited nonprofit voluntarily agrees to undergo an in-depth application and anonymous peer review process to confirm adherence to the guiding principles.

Attaining the **Standards** accreditation enables an organization to display the “Seal of Excellence” on all of its materials. OANO offers high-level training workshops for nonprofits interested in achieving certification.

The “Seal of Excellence” is noted on the organization's report in **Guidestar**.

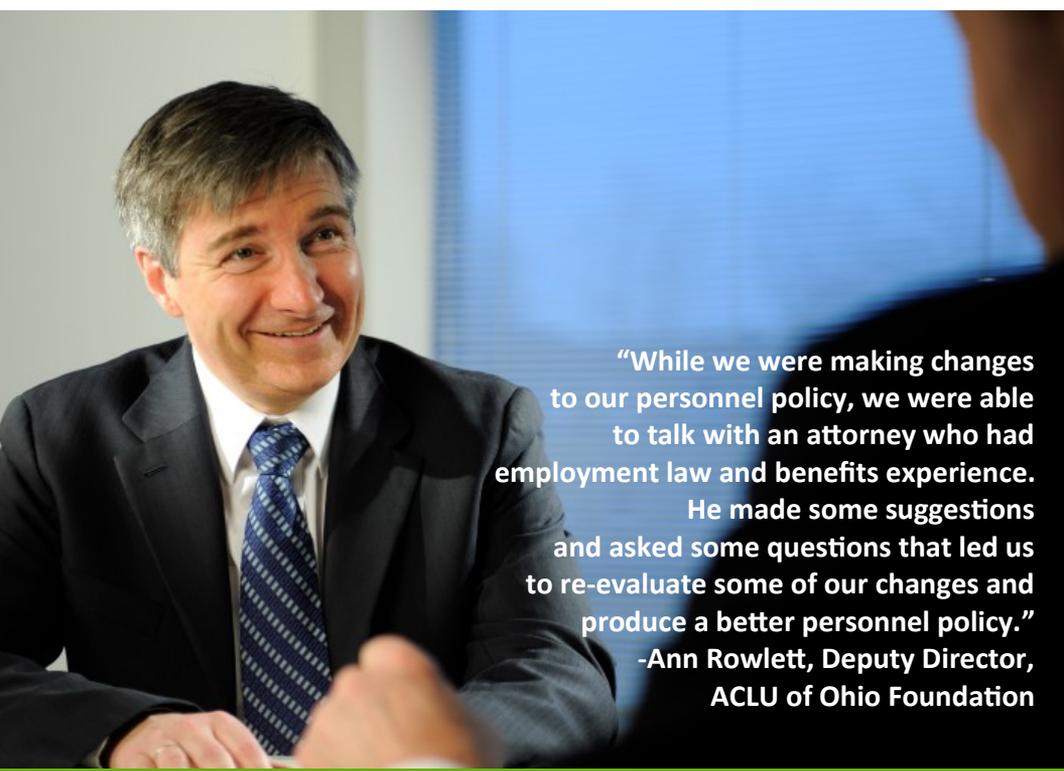
# One-on-One Technical Assistance/Ask the Expert

Members can contact OANO at any time for one-on-one technical assistance. Also, through OANO's **Ask the Expert** service, members have the opportunity to receive expert consultation on issues related to human resources management, legal affairs, accounting, board governance, marketing and communications; and fundraising for nonprofit organizations.



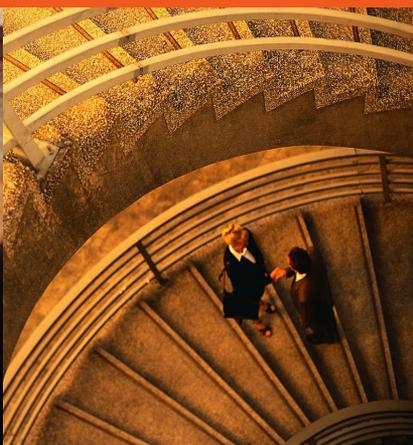
Topics for **Ask the Expert** change each month. For current topic information, please visit OANO's website at [www.oano.org](http://www.oano.org).

Members schedule an appointment to talk with an expert on the featured subject and get advice at no charge. To schedule an appointment, call 614-280-0233/888-480-6266 or email [info@oano.org](mailto:info@oano.org).



“While we were making changes to our personnel policy, we were able to talk with an attorney who had employment law and benefits experience. He made some suggestions and asked some questions that led us to re-evaluate some of our changes and produce a better personnel policy.”  
-Ann Rowlett, Deputy Director,  
ACLU of Ohio Foundation

# Public Policy Work for the Sector



OANO monitors policy issues including state and federal legislation and executive decisions that have broad implications for Ohio's nonprofits. As part of OANO's public policy work, we offer:

## Legislative updates

- OANO regularly post legislative updates and calls to action on the public policy page of [www.oano.org](http://www.oano.org)
- OANO also holds monthly conference calls for members to hear about Legislative updates from sector leaders.

**Nonprofits at the Statehouse** - OANO assists members in meeting with legislators. Visiting your legislator is probably the most effective way to introduce yourself and your organization. By getting to personally know your legislator, you can make your organization visible and be an effective advocate for issues that impact your organization and the communities you serve.

As part of the **Nonprofits at the Statehouse** program, OANO will assist interested members in scheduling a meeting with an elected official. OANO will also provide a folder of information that includes the legislator's biography, tips for effective advocacy, a copy of OANO's current public policy priorities, and a meeting report form. Prior to the meeting, OANO staff will be available to meet with the participant to discuss talking points and address last-minute questions or concerns. Through **Nonprofits at the Statehouse**, OANO hopes that you will be able to create and maintain a mutually beneficial relationship with your legislator.



The OANO **Job Board** allows members to post their job openings on OANO's website for free, rather than placing expensive advertisements online and in newspapers.

Job postings remain online for 30 for days.

All current employment opportunities are listed on OANO's website

OANO members are able to post job openings directly on OANO's website. For guidelines and instructions, visit [www.oano.org](http://www.oano.org).



**"I have always looked to the OANO Jobs Board as a primary source of generating candidates for positions we have available all across the state. Typically about 20% of our applicants have found us through OANO. And, the good news is that is it free because of our OANO membership!"**

**- Sherry Williams,  
President and CEO, Prevent Blindness Ohio**

# Member Savings and Group Purchasing Programs



OANO works with companies to provide members with discounts on affordable products and services. Each year, OANO members are saving thousands of dollars by opting out of the state unemployment tax system and into an unemployment savings program.

Additionally, OANO members have access to other affordable products and services including health insurance, payroll services, workers' compensation, and other group purchasing discounts.

To learn more about these group benefits, please call OANO at 614-280-0233/ 888-480-6266 or email us at [info@oano.org](mailto:info@oano.org).

# OANO Biennial Salary Survey



OANO conducts a salary and benefits survey and report for Ohio's nonprofit sector. The report includes employee compensation trends, including salary information for more than 70 job titles. It also provides data on employee benefits such as health insurance, paid time off and retirement. The salary survey allows nonprofit organizations to fulfill executive compensation requests for the IRS Form 990. Organizations that participate in the survey receive a free copy of the report.

Nonparticipating OANO members can get a copy of the report for only \$50. For more information, please call OANO at 614-280-0233/888-480-6266 or email us at [info@oano.org](mailto:info@oano.org).



# Ohio Nonprofit Excellence Award

Nonprofit organizations around Ohio dedicate numerous resources to provide valuable programs and services in their communities. The **Ohio Nonprofit Excellence Award** recognizes the creativity, execution, achievement, and overall excellence of a specific project or program completed by an Ohio nonprofit. The awards are broken down by region and organization size.

Nonprofits can also nominate a volunteer for the **Outstanding Ohio Nonprofit Volunteer Award**, and a board member for the **Outstanding Ohio Nonprofit Board Member Award**.

The awards are granted after an application process. All nonprofits, not just OANO members, are invited to apply for all awards. An all-volunteer award selection committee determines the finalists and winners for each category. No member of the OANO staff serves on the selection committee. Applications are welcome from small, medium and large-sized groups as well as newer or well-established organizations. Finalists and winners are recognized at a luncheon in their honor.

**“You brought together so many constituencies to showcase the creative and honorable work of the entire nonprofit sector. We are just thrilled to be recognized for our *Help for Mom* program. The event was very well organized and the setting was picture perfect. The OANO attention to detail shows and was appreciated.”**

**-Kelly Dylag, Far West Center**



# OANO Conference



OANO holds a conference for nonprofits that creates opportunities for members to network, attend multiple educational seminars, participate in panel discussions with leaders from the field and hear from many well-respected statewide and national speakers. The event draws nonprofit staff, board members, volunteers, funders, consultants and vendors who provide nonprofit services from all over the state.



# Membership Application

Name of Organization \_\_\_\_\_

Contact Name/Title \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

Annual Operating Budget \_\_\_\_\_

Number of Employees \_\_\_\_\_

Annual Membership Dues (*from schedule below*) \_\_\_\_\_

## Dues Schedule

501(c) 3 Nonprofit Organizations

**Annual Operating Budget**

**Dues**

Less than \$50,000	\$85
\$50,000 to \$99,999	\$125
\$100,000 to \$249,999	\$175
\$250,000 to \$499,999	\$250
\$500,000 to \$999,999	\$300
\$1 million to \$2,499,999	\$400
\$2.5 million to \$4,999,999	\$500
\$5 million to \$10 million	\$550
\$10 million or more	\$600

Associate Membership (For-profit companies)

1-9 staff \$350

10+ staff \$750

Individual Membership (student, volunteer) \$100

Check made payable to OANO

Credit Card \_\_\_\_\_

Account Number

Expiration Date

Name on Card \_\_\_\_\_

