

QUALIFICATION RENEWAL TIMELINE

Qualification Renewal is generally due in January and is completed via an online data management system entitled Community TechKnowledge (CTK).

September

Agencies are notified about Qualification Renewal.

September

Training is held for agencies needing to be retrained.

Necessary documentation:

- IRS 501(c)(3) letter of exemption
- Annual certificate of registration with the State of PA Bureau of Charitable Organizations
- Board roster that includes a current and dated list of all members with designation of officers and the following information for each:
 - Name
 - Home and business addresses
 - Phone number
 - Email address
 - Community/business affiliations
 - Term dates (beginning and ending)
- Annual financial audit or review
- Signed and Dated IRS Form 990
- Annual budget

February

Agencies successfully completing the Qualification Renewal are notified by United Way of the Greater Lehigh Valley.

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United Way of the
Greater Lehigh Valley

UnitedWayGLV.org

