September 1, 2019

Dear Prospective NOFAS Affiliate,

On behalf of the National Organization on Fetal Alcohol Syndrome (NOFAS) thank you for your interest in the NOFAS Affiliate Network, and for all you have accomplished in your efforts to prevent Fetal Alcohol Spectrum Disorders (FASD) and care for individuals living with the disabilities. FASD is a tragic, unnecessary, and pervasive disorder that demands greater public and private attention and investment. NOFAS believes that the best way—likely the only way—to broadly fulfill the promise of prevention and meet the needs of all children and adults with FASD is to work collectively.

The NOFAS Affiliate Network was established 17 years ago to establish lines of communication among FASD colleagues and organizations, share resources, unify core values and messages, and turn up the volume on the appeal for attention and resources. There are numerous recent examples of success among other public health issues when like-minded groups collaborate. At the same time those in the FASD community continue to face significant challenges in overcoming misconceptions about the risk of alcohol use during pregnancy and a lack of adequate resources.

Fortunately, the international FASD field consists of many dedicated and effective advocates and organizations. By working together in pursuit of a few key but important goals our achievements can grow exponentially, while each affiliate member organization maintains its identity and autonomy. NOFAS believes that networks are the most effective way to disseminate a message when faced with limited resources, and to advance the cause within the medical, education, policy, and criminal justice communities, not to mention among the general public.

Thank you again for your interest in NOFAS and the affiliate network.

Sincerely,

Tom Donaldson
President

1200 Eton Court, Third Floor, Washington, D.C. 20007
Phone 202 785 4585 Fax 202 466 6456 information@nofas.org www.nofas.org
NOFAS Affiliate Network Guidelines
(revised August 2019)

Goal
The primary goal of the NOFAS Affiliate Network is to unite organizations, associations, tribes and other entities addressing FASD into an international network. The network functions as a coalition and each affiliate organization maintains its independence and identity.

Objectives
The objectives of the network are to:
❖ share information and resources
❖ build the capacity of the FASD constituency and increase advocacy activity
❖ set common goals and messages
❖ seek consensus on the multi-faceted issues in the FASD arena
❖ collaborate on a range of public health and advocacy programs and services
❖ leverage resources
❖ strive to overcome the stigma and boundaries associated with the disorders

Principles
NOFAS and each affiliate organization respects and does not directly or indirectly criticize or otherwise impugn:
❖ the identity, culture, policies and traditions of each member organization
❖ the image, reputation and public standing of each member organization
❖ individuals with FASD and their biological mothers and all family members and caregivers

Benefits to Affiliates
❖ Free and discounted materials.
❖ Participation in the annual affiliate summit.
❖ Monthly affiliate conference call.
❖ Free access to the Foundation Center Online and NOFAS Affiliate Webinar Series
❖ Free or discounted attendance to NOFAS events and activities, including conferences, benefits and briefings.
❖ Opportunity to apply for a micro grant.
❖ Members only Facebook page.
❖ Opportunity to serve in leadership role with the affiliate network.
❖ Technical Assistance consisting of both strategic guidance and direct assistance with tasks such as developing a logic model (goal, objectives, outcomes), securing and maintaining non-profit status, grassroots advocacy, fundraising and proposal development, public awareness strategies, materials and website development, and nonprofit governance and administration including incorporation and IRS filings.
❖ Promotion of your organization and programs through the NOFAS website, NOFAS Weekly Roundup e-newsletter, and social media sites.
**Eligibility**
Any organized entity worldwide with either a sole or significant focus or a specific, permanent program on FASD may be eligible to join the affiliate network.

**Business Structure**
In the United States any incorporated non-profit organization, American Indian/Alaska Native Tribe, government entity or University program is eligible. Organizations must be incorporated and in good standing in their state. They must either have 501 (c)3 status or have an application seeking charitable status pending with the Internal Revenue Service. Non-U.S. entities organized as charitable or public service organizations under the guidelines of their country may also join. Please contact NOFAS with any questions about eligible business structures.

**Minimum Standards**
As of January 1, 2015, to become and remain a member of the affiliate network an organization or other entity must maintain the following minimum standards:

1. **Incorporation** – Organizations must be incorporated and in good standing. This requirement will not apply to university, state agency, or tribal-based entities.

2. **Non-Profit Status** – Organizations must, 1) have tax-exempt status, 2) have applied for their status, or 3) be working on the application seeking tax-exempt status (the application must be submitted by March 31, 2015). This requirement will not apply to university, state agency, or tribal-based entities.

3. **Primary Contact** – Each organization or other entity must name an individual as its authorized agent. This person will represent the entity in the affiliate network.

4. **Telephone Number and/or Email Address** – Organizations and other entities must have a publicly accessible telephone number and/or email address (The email address must be on the organization’s website domain. For example, the NOFAS domain is nofas.org; the NOFAS website’s Internet address is www.nofas.org, and the primary email address is information@nofas.org). Calls may be answered by voice mail and emails may be responded to with an auto reply message. The telephone greeting and/or email response must identify the organization and provide instructions for submitting an inquiry. The organization must respond to all inquiries OR refer requests to the NOFAS clearinghouse or other resource.

5. **Bank Account** – Organizations must have a corporate bank account. This requirement will not apply to university, state agency, or tribal-based entities.

6. **Website and Domain** – Organizations and other entities must maintain an Internet website on a web domain or address owned by the organization, consisting of at least: 1) a description of the mission, objectives, programs/activities, 2) internal or external link(s) to information and resources, 3) contact information, and 4) a merchant account. Social media pages, such as Facebook or Twitter are encouraged but are not required, and do not constitute a website.
7. Inquiries/Materials Fulfillment – Organizations and other entities must either respond to telephone, email, and/or website requests for information or materials, or refer requests to NOFAS or another resource.

8. Contact Database – Each organization must maintain a database of contacts, members, supporters, etc. The database can be as basic as an Excel file or other electronic format that stores information.

9. Affiliate Network Widget/Icon – Once it is developed, affiliate members must display the affiliate network widget or icon on their website (it does not have to be on the homepage). The widget or icon will be linked to the list of affiliates and information about the network.

10. Each year, members must conduct at least one FASD-specific activity such as a support group meeting, public awareness event, briefing, training, fundraising event, etc.

11. Each year, members must participate in at least one affiliate activity such as attending the annual summit or participating on conference calls, or one of the affiliate committees.

12. So that NOFAS may promote affiliate organizations and their work, annually provide NOFAS with:
   - Copies of all publicly distributed materials developed by your organization
   - A brief summary of all programs and activities
   - Photographs of your organization at work.

**Existing Affiliate Organizations**

Another consideration for eligibility is geographic vicinity to an existing affiliate organization. If an existing affiliate organization meets the minimum standards outlined above, an applicant organization based in the same state must obtain the consent of the existing organization(s) to apply to the network.

Before applying to the NOFAS Affiliate Network organizations or other entities should contact NOFAS to determine the status of any existing affiliate organization(s) in their state. If there is no existing affiliate organization in the state, or if an existing affiliate organization does not meet the minimum standards defined above, an applicant organization may apply directly to NOFAS without obtaining consent.

Member organizations are encouraged to discuss potential collaborations with organizations in their state that are not eligible to apply to the affiliate network.

These criteria shall also apply to organizations and other entities outside the United States.

**Mission Compatibility**
Although NOFAS affiliates are self-governing and autonomous, it is important that organizations joining the affiliate network have a mission that is compatible with NOFAS. The NOFAS mission includes the following key objectives:

❖ Raise awareness about the risk of alcohol use during pregnancy
❖ Prevent FASD
❖ Support anyone directly or indirectly affected by FASD
❖ Build and activate a constituency
❖ Reduce guilt and stigma

Any organization motivated by one or more of these principles, and who does not support goals or objectives contrary to these values, is an ideal candidate for affiliation with NOFAS. Affiliates do not need to adopt the NOFAS mission and they are not limited to the goals stated by NOFAS.

Organizations that meet the eligibility criteria are encouraged to apply to the network.

Application Process
The NOFAS Affiliate application and required attachments may be submitted to NOFAS at any time.

Name
Affiliate member organizations are autonomous and keep their own name and other branding mechanisms, including logos and messaging.

Annual Dues
Dues are based on the member organization’s prior year FASD-related revenue:

<table>
<thead>
<tr>
<th>Prior Year FASD-Related Revenue</th>
<th>Annual Dues</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $50,000</td>
<td>$25</td>
</tr>
<tr>
<td>$50,001 - $100,000</td>
<td>$50</td>
</tr>
<tr>
<td>$100,001 - $250,000</td>
<td>$100</td>
</tr>
<tr>
<td>$250,000 and above</td>
<td>$200</td>
</tr>
</tbody>
</table>

The dues are payable annually by March 31.

Leadership
The affiliate network is governed by an eight-member Executive Council. Council members serve two-year terms. Members may serve as many as three consecutive terms. NOFAS maintains a permanent seat on the Committee. The current leadership is:

<table>
<thead>
<tr>
<th>Member</th>
<th>Affiliate</th>
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<tbody>
<tr>
<td>Susan Elsworth</td>
<td>Indiana NOFAS (Chair)</td>
</tr>
<tr>
<td>Peggy Combs-Way</td>
<td>SoCal NOFAS</td>
</tr>
<tr>
<td>Leigh Tenkku Lepper, PhD</td>
<td>NOFAS-Missouri</td>
</tr>
<tr>
<td>Sr. Suzette Fisher</td>
<td>Double Arc Center for FASD</td>
</tr>
<tr>
<td>Amy Hendricks</td>
<td>NC Fetal Alcohol Prevention Program</td>
</tr>
<tr>
<td>Chris Troutt</td>
<td>The Papillion Center</td>
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</tbody>
</table>
Nominees to the council must be either a staff or board member of a member organization. Self nominations are allowed. Members of the council are elected by a vote of the full affiliate network membership with each member organization in good standing having one vote.

The powers vested in the Executive Committee include:
- Determining the eligibility of applicants
- Voting on applications to join the network
- Ruling on member compliance with guidelines
- Revising the affiliate network guidelines
- Planning the annual affiliate summit
- Determining the use of funds derived from dues or other sources
- Establishing and prioritizing programmatic and legislative/policy initiatives
- Approving policy and position statements

Authorized Agent and Address
Each affiliate will name a board or executive staff member to serve as their authorized agent. This person will conduct all official correspondence with NOFAS. Tom Donaldson is the authorized agent for NOFAS. The authorized affiliate address should be the official address of the organization. Each affiliate organization is expected to have its own authorized agent and address.

Annual Meeting
NOFAS hosts an annual affiliate summit. Affiliates are strongly encouraged to send at least one member to the summit.

Ending Affiliation
The relationship between NOFAS and each affiliate organization is considered to be permanent until terminated by one or both parties or superseded by a subsequent agreement. Either NOFAS or the affiliate organization may terminate the affiliate agreement at any time by submitting a written notice to the subject organization’s authorized agent.
Policies and Position Statements
NOFAS realizes that although affiliate organizations have compatible missions and programs our policies may not always agree. NOFAS periodically releases organizational policy statements on issues such as the acceptance of funds, the composition of the board of directors and the NOFAS position on various federal, state, and other legislation and policies. As the legal authority of NOFAS, the Executive Committee of the Board of Directors is responsible for governing the organization and ratifying all policies.

NOFAS will share all organizational statements with affiliates. Affiliates are under no obligation to adopt, sponsor, or consider any NOFAS statement. However, affiliates are welcome to adopt any or all NOFAS policies, position statements, and guidelines.

NOFAS encourages affiliate organizations to share their position statements and policies with members of the network, as well as to thoughtfully and appropriately share their thoughts or questions with NOFAS about any of its policies.

Donors
NOFAS and affiliate organizations have a range of corporate, foundation, individual, government, and other donors. Neither NOFAS nor affiliate organizations should knowingly solicit another organization’s donor(s) without first discussing the donor with the organization receiving funding. NOFAS lists its current donors on its website.

Donors give funds for a variety of reasons, most often because of a personal relationship. Some donors give to NOFAS or an affiliate organization and likely would not consider giving to another member of the affiliate network. Other donors may specifically focus on FASD or for other reasons would contribute to multiple members of the network. It is imperative that organizations communicate before approaching other organization’s donors so as not to interfere with existing relationships and to determine if it is appropriate for multiple organizations to approach a common donor. Generally, if an entity has previously cultivated a specific funding source, it should be reserved for that entity until such time as the relationship is no longer valid. Organizations should respect other organization’s wishes regarding donors.