



FASD United

Affiliate Network

Affiliate Network Guidelines

Updated 2/7/2022



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Dear Prospective FASD United Affiliate,

On behalf of the National Organization on Fetal Alcohol Syndrome (FASD United) thank you for your interest in the FASD United 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 preventable and demands greater public and private attention and investment. FASD United 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 together.

Established in 2000, the FASD United Affiliate Network exists to increase 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.

The FASD field consists of dedicated and effective advocates and organizations that include our affiliate network. While each affiliate member organization maintains its own identity and autonomy, by working together in pursuit of important goals, our achievements can grow exponentially. FASD United 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 for your interest in FASD United and the affiliate network.

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Mission

FASD United works to prevent prenatal exposure to alcohol, drugs, and other substances known to harm fetal development by raising awareness and supporting women before and during their pregnancy, and supports individuals, families, and communities living with Fetal Alcohol Spectrum Disorders (FASDs) and other preventable intellectual/developmental disabilities.

Vision

A world where all children are born free of exposure to alcohol, drugs, and other substances known to harm fetal development.

Purpose

FASD United educates the public, practitioners, and policymakers about the risk of prenatal exposure to alcohol, drugs, and other substances known to harm fetal development including tobacco, marijuana, heroin and other opioids, cocaine, and methamphetamine, recognizing that these substances are often used simultaneously. FASD United supports individuals and families living with FASDs through referrals, advocacy, training for professionals, information dissemination, and a wide range of diverse initiatives and resources.



FASD United

Affiliate Network

Goal

The primary goal of the FASD United Affiliate Network is to unite organizations, associations, tribes and other entities addressing FASD into a national and 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

FASD United and each affiliate organization respects:

- 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 affiliate summit.

- Monthly affiliate conference call.
- Free access to the Foundation Center Online and FASD United Affiliate Webinar Series
- Free or discounted attendance to FASD United events and activities, including conferences, benefits and briefings.
- Opportunity to apply for a micro grant.
- Members only Facebook page (FASD United Affiliate Network FB page)
- Opportunity to serve in leadership roles with the affiliate network.
- Technical Assistance (TA) can be provided from peers within the affiliate network and/or from FASD United and may consist of both strategic guidance and direct assistance with tasks such as: a) developing a logic model (goal, objectives, outcomes), b) securing and maintaining non-profit status, b) grassroots advocacy, c) fundraising and proposal development, d) public awareness strategies, materials and website development, and e) nonprofit governance and administration including incorporation and IRS filings. Those wishing to receive TA may contact the Chair of the Affiliate Executive Council or FASD United office directly.
- Promotion of your organization and programs through the FASD United website, *FASD United Weekly Roundup* e-newsletter, and social media sites.

Eligibility

Any organized entity worldwide with either a sole or significant focus or specific 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, 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 FASD United with any questions about eligible business structures.

Minimum Standards

As of January 1, 2020, to become and remain a member of the affiliate network an organization must maintain the following minimum standards.

1. Non-Profit Status – Organizations must, 1) have tax-exempt status, 2) have applied for their status through your Secretary of State office, or 3) be working on the application seeking tax-exempt status. This requirement will not apply to university, state agency, or tribal-based entities.

2. Primary Contact – Each organization must name an individual as its authorized agent. This person will represent the organization in the affiliate network.
3. Telephone Number and/or Email Address– Affiliate organizations must have a publically accessible telephone number and/or email address (preferably, the email address will be on the organization’s website domain). Calls may be answered by voice mail and emails may be responded to with an auto reply message.
4. Bank Account – Organizations must have a **corporate** bank account. This requirement will not apply to university, state agency, or tribal-based entities.
5. Website and Domain – Organizations must maintain a website, 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. FASD United Affiliate Network logo included on landing page and a statement recognizing them as a member of the affiliate network should be displayed of the affiliate agency website
6. Inquiries/Materials Fulfillment – Organizations should have the ability to either respond to telephone, email, and/or website requests for information or materials, or refer requests to FASD United or another resource.
7. Contact List – It is recommended that each organization maintain a listing of contacts, members, supporters, etc. This listing (or database) can be as basic as an Excel file or other electronic format that stores information. This information is for the agency purposes only. FASD United or the Affiliate Network will have no access to this information.
8. FASD-Specific Activity -- 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.
9. Affiliate Network Participation -- Each year, members must participate in at least one affiliate activity such as attending the Affiliate Summit or participating on a minimum of 80% (minimum of 8 calls per year) of the monthly conference calls or one of the affiliate workgroup committees.
10. Affiliate Materials -- Affiliate agencies have the ability to upload materials to their agency website with a link to the Affiliate Network Website in order to promote affiliate agency and their work.
 - 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

Before applying to the FASD United Affiliate Network, the applicant should contact FASD United to determine the status of any existing affiliate organization(s) in their state. If there is an existing affiliate organization in the state, applicants are encouraged to contact the existing affiliate to identify opportunities for collaboration to best meet their state's needs. The applicant should include key points from this discussion in their application. The FASD United Executive Council will make the final decision on membership applications.

Given our shared mission and in the spirit of collaboration, member organizations are encouraged to use evidence-based trainings, infographics, and materials to further their organization's mission. When materials or information created by other organizations or researchers are utilized by a member organization, appropriate attribution should be clearly made in all promotional and disseminated materials (e.g., citation). It is also agreed that affiliate member organizations will work in good faith to have clear prior communication, understanding, and agreement with their fellow affiliates if their activities could or do encroach on or involve an area, service, or location served by another affiliate organization.

These criteria shall also apply to governed entities and sub-entities outside the United States.

Ending Affiliation

The relationship between FASD United and each affiliate organization is considered to be permanent until terminated by one or both parties or superseded by a subsequent agreement. Either FASD United or the affiliate organization may terminate the affiliate agreement at any time by submitting a written notice to the subject organization's authorized agent.

Criteria for Maintaining Status as a FASD United Affiliate

As of January 1, 2021, all Affiliate members will complete an annual Commitment Form that will be submitted at the same time as the annual dues (by March 31). This form will ask the affiliate member to examine their level of participation in the preceding year and to declare their agency's ability to meet the minimum standards as outlined above.

The FASD United Affiliate Coordinator in collaboration with the Affiliate Executive Council (AEC) will review the annual Commitment Form and make a determination on the status of each affiliate organization. If there has been a change in the status of an affiliate organization, a discussion will be held between the AEC and the named affiliate organization, a discussion will be held between the FASD United Coordinator and the named affiliate organization to outline a process for addressing concerns, if the affiliate organization wishes to remain an active Affiliate member.

The review criteria that the FASD United Affiliate Coordinator will follow is included as an ***Appendix*** to this document.

Mission Compatibility

Although FASD United affiliates are self-governing and autonomous, it is important that organizations joining the affiliate network have a mission that is compatible with FASD United.

The FASD United 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
- Eliminate stigma and shame around FASD

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 FASD United.

Affiliates do not need to adopt the FASD United mission and they are not limited to the goals stated by FASD United.

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

Application Process

The FASD United Affiliate application and required attachments may be submitted to FASD United at any time.

Name

Affiliate member organizations are autonomous and keep their own name and other branding mechanisms, including logos and messaging. FASD United requests that the name "FASD United" is not incorporated into the Affiliate organization name.

Dues

The annual dues structure is based on the member organization's FASD-related revenue and is payable by March 31 each year.

<u>FASD-Related Revenue</u>	<u>Annual Dues</u>
\$0 - \$50,000	\$30
\$50,001 - \$100,000	\$60
\$100,001 - \$250,000	\$120
\$250,000 and above	\$240

Leadership

The affiliate network is governed by an eight-member Executive Council, the FASD United Affiliate Executive Council (AEC). Council members serve two-year terms, except for the charter members of the Council who are serving staggered one, two, and three year terms. Members

may serve as many as three consecutive terms. FASD United maintains a permanent seat on the Council. The current leadership is:

Member	Affiliate	Initial Term	Second Term	Third Term
David Deere	Arkansas Noe for Nine	2021	2023	
Sara Messelt	Proof Alliance	2022		
Lauren Borchert	Proof Alliance NC	2023		
Jenn Wisdahl	NOFAS Washington State*	2023		
Rachel Sing	NOFAS Northern California*	2023		
Chris Troutt	Papillion Center - TN	2021	2023	
Tamra Cajo	The Florida Center for Children	2024		
Carl Young	Family Services Network	2024		
Susan Elsworth	FASD United - Affiliate Coordinator	Permanent		
Tom Donaldson	FASD United - President	Permanent		

*Name Change Pending

The Executive Council election and term years begin January 1. Nominations to be included on the slate of candidates for the January election should be submitted to FASD United from November 1-30 in the previous year. Nominees must be either a staff or board member of an affiliate organization. Self-nominations are allowed. Members are elected by a vote of the full affiliate network membership with each organization in good standing having one vote.

The powers vested in the Executive Council include:

- Determining the eligibility of applicants
- Voting on applications to join the network
- Revising the affiliate network guidelines
- Planning the affiliate summit
- Determining the use of funds from dues or other sources
- Establishing and prioritizing programmatic and legislative/policy initiatives

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 FASD United. Tom Donaldson is the authorized agent for FASD United. 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

FASD United hosts an affiliate summit. Affiliates are strongly encouraged to send at least one member to the summit.

Policies and Position Statements

FASD United realizes that although affiliate organizations have compatible missions and programs our policies may not always be in agreement. FASD United periodically releases organizational policy statements on issues such as the acceptance of funds, the composition of the board of directors and the FASD United position on various federal, state and other legislation and policies. As the legal authority of FASD United, the Executive Committee of the Board of Directors is responsible for governing the organization and ratifying all policies.

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

FASD United 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 FASD United about any of its policies.

Donors

FASD United and affiliate organizations have a range of corporate, foundation, individual, government, and other donors. Neither FASD United nor affiliate organizations should knowingly solicit another organization's donor(s) without first discussing the donor with the organization receiving funding. FASD United 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 FASD United or an affiliate organization and they 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.

Often, there are many funding sources within a single corporation or other entity. By communicating, organizations can help each other identify a donor in their geographic region or who may be interested in their specific program.

Appendix – Rubric for Affiliate Application Criteria

FASD United Affiliate Status Rubric

	Eligibility to become FASD United Affiliate	Active Partner Status Maintenance Requirements	At-Risk Status*
Non-profit status	Provide evidence of tax-exempt status, such as 501(c)3 or is affiliates with a university, state agency, or tribal-based entity	Continually maintains tax-exempt status	Loss of tax-exempt status
Primary contact information	Establish primary contact for affiliate as the authorizing agent	Maintains primary contact for the organization	Loss of primary contact for the organization
Telephone number and email address	Provides active telephone number and email address for the affiliate	Maintains active telephone number and email address	Lack of maintenance of telephone or email for the affiliate
Bank Account	Provide evidence of corporate bank account	Maintain corporate bank account	No corporate bank account
Website and domain	Has new/existing website for the organization, showing direct connection to FASD, including a description of the mission, objectives, programs/activities, and resources, contact information, and a merchant account, FASD United logo included on landing page of affiliate agency website	Actively maintains website, including the information required for eligibility	No website or active maintenance of website; website does not maintain focus on FASD or is missing required information
Inquiries/Materials Fulfillment	Has process established to respond to telephone, email and website requests for information or materials	Actively maintains process for responding to inquiries and material requests	Lack of effective maintenance of processes for responding to inquiries and materials
Contact List Method	Has created a mechanism for contacts, members, supporters, i.e. lists	Actively maintains contact/member/supporter listing	Lack of maintenance of contact/member/supporter listing
Annual FASD specific activity	Plans to conduct annual FASD specific activity	Conducts annual FASD specific activity	Does not conduct annual FASD specific activity
Participation in affiliate network activities	Designate one or more individuals who assigned to attend FASD United Affiliate Network activities	Actively participates in 75% of monthly calls, attends affiliate summit and participates in affiliate workgroups	Does not participate in required affiliate network activities
Posting of all agency materials on agency website with access to the new affiliate website	Has the ability to post agency materials annually (i.e., copies of all publicly distributed materials developed by the organization at work) on agency website with access (link) to new affiliate website	Provides agency materials on regular basis on agency website	Does not provide agency materials on regular basis on agency website

*If affiliate experiences one or more of these issues, the organization is required to contact FAD United immediately and work to develop an action plan to move the organization back to active status

Affiliate Status Rubric V2 2.7.2022