**2020 ALLOCATIONS CHECKLIST**

The following items are due to the Habersham County United Way Office no later than   
12 Noon Friday, January 3, 2020

|  |  |
| --- | --- |
|  | Completed Habersham County United Way Allocation Request Forms (Please provide information for all areas requested, especially demographics and income level of those served) |
|  | Most recent Audit (Accountant prepared Financial Statement if Income is less than $100,000) |
|  | A copy of the IRS letter verifying your non-profit status |
|  | A copy of your current State Charitable Registration |
|  | A list of your current Board of Directors with addresses and phone numbers |
|  | Schedule of your Board meetings, with location and time |
|  | Contact information for Agency Director including address, phone number, e-mail address and FAX number |

Habersham County United Way 236C Level Grove Road

P. O. Box 572 Cornelia, GA 30531

706-778-0620 or [habuw@hemc.net](mailto:habuw@hemc.net)