

CVI² Application Guide & Checklist

Updated May 9, 2017

Actions required of all applicants

- Review CVI²'s website at www.cvi2.org, and read CVI²'s documents
- Visit www.cvi2.org/cvi2fit.html and agree that "CVI² could be a good fit"
- Be recommended by a CVI² associate or adviser, or someone known to either
- Agree with "02 CVI² Bylaws" posted at www.cvi2.org/docs/by-laws.html
- Download required documents (see next section) at www.cvi2.org/downloads.html
- Agree with the CVI² policies posted at <http://www.cvi2.org/policies.html>
- Agree with CVI²'s "Points of Accountability" posted at www.cvi2.org/accountability.html
- Understand the Oregon State definition of an independent contractor posted at <http://cms.oregon.gov/IC/Pages/>
- Agree with the "07 Statement of Relations" between CVI² directors and associates posted at www.cvi2.org/docs/07.html
- Talk in person or by telephone with one of the CVI² directors

Documents required of all applicants

- Recommendation to CVI² by a CVI² associate or adviser, or someone known to either
- Signed "12 CVI² Application to Associate" downloaded from <http://www.cvi2.org/downloads.html>
- Signed one-page biography. This may to be posted on your personal web page at www.cvi2.org (unless you request not to have such a page)
- Photograph, printed or digital
- Résumé of education and work experience
- Signed copy of "08 Indemnification of CVI²" from <http://www.cvi2.org/downloads.html>
- Signed copy of 'Associating with CVI²' from CVI² (request from director when ready).
- One-time associate set-up fee payable to CVI²
- Your service program Statement of Need (ask a director for guidance, if needed)
- Your service program Vision Statement (ask a director for guidance, if needed)
- Your service program Mission Statement (ask a director for guidance, if needed)
- Your service program Strategy Statement (ask a director for guidance, if needed)
- Your service program Tagline in ten or fewer words (ask a director for guidance, if needed)
- Your service program Goals for the current year (ask a director for guidance, if needed)
- Filled in copy of "13 Project Approval Request" for specific projects, posted at <http://www.cvi2.org/downloads.html>, if you intend to receive program expense funds that are not personal compensation

Other requirements for all applicants

- Have or open a USA bank account in your personal name(s), if you plan to receive personal compensation through CVI²
- Have or open a USA bank account under your project's or business' federal EIN, if you plan to have your program or registered business receive service project expense income through CVI²