

CVI² Application Guide

Updated November 23, 2018

Actions required of all applicants

Done (√)

1. Be recommended in email by a CVI² associate, adviser, or someone known to either.

At CVI²'s website www.cvi2.org (top menu)...

2. Under **About**, select and review each topic's contents.
3. Under **Annual reports**, select and review each posted report.
4. Under **Home**, select each photo and read each public bio.
5. Under **Projects**, select and review each program/project (code, manager & tagline).
6. Under **Associate**, select and review each topic's contents.
7. Under **Accountability**, agree with CVI²'s 'Points of Accountability.'
8. Under **Association Fit**, agree that "CVI² could be a good fit."
9. Under **Contribute**, select and review each topic's contents.
10. Under **Contact us**, see CVI²'s address, phone number & how to email a message.
11. Under **Documents**, select and:
12. Be informed of CVI²'s **Incorporation** (Articles of)
13. Agree with the CVI² **Bylaws**
14. Agree with the CVI² **Policies**
15. Under **Documents**, select **Downloads**, review CVI²'s downloadable documents, and:
16. Agree with "#04 Statement of Relations" between CVI²'s directors & associates.
17. Agree with the Oregon State definition of "#06 The Independent Contractor."
18. Be informed of "#07 CVI²'s Funds Processing Procedure."
19. Be informed of how to set up a "#08 Oregon Assumed Business" (as an example)
20. Be informed of CVI²'s and your responsibilities in "#09 Contractor Emergencies."
21. Be informed how to use CVI²'s "#14 Associates' Quarterly Report Form."
22. Be informed of "#15 Criteria for Non-resident Associates."
23. Be informed of "#16 Support of Third Party Foreign Workers."
24. Be informed of "#17 Associates Optional Medical Plans."
25. Be informed of "#18 CVI² Health Care & Retirement Costs."

Other required actions...

26. Agree with the *WEA Statement of Faith* at <http://www.worldevangelicals.org/aboutwea/statementoffaith.htm>
27. Talk in person or by telephone with a CVI² director. Arrange talk via email at "Contact us."
28. Provide CVI² a one-time, associate set-up fee payable to CVI², as follows:
US \$100 single, \$150 married. After one year of active association, I may designate \$75 single (\$100 married) of this fee to a CVI² program or project of my choice.

Documents required of all applicants

At CVI²'s website www.cvi2.org (top menu)...

Under **Documents**, select **Downloads** to download and provide CVI²:

1. A signed copy of "#05 Indemnification of CVI²."
2. A signed copy of "#10 Associating with CVI²" (pages 3-4).
3. A signed "#12 CVI² Application to Associate."

Other **Documents** to provide CVI²:

4. Your signed one-page biography.
May CVI² post your biography on your personal web page at www.cvi2.org ? ____
5. Your photograph, printed or digital
6. Your résumé of education and work experience
7. Your service program **Statement of Need** (ask a director for guidance, if needed)
8. Your service program Vision Statement (ask a director for guidance, if needed)
9. Your service program Mission Statement (ask a director for guidance, if needed)
10. Your service program Strategy Statement (ask a director for guidance, if needed)
11. Your service program Tagline in 10 or fewer words (ask a director for guidance, if needed)
12. Your service program Goals for the current year (ask a director for guidance, if needed)

Other requirements for all applicants

1. Have or open a USA bank account in your personal name(s), if you plan to receive personal compensation through CVI².
2. Have or open a USA bank account under your project's or business' name, if you plan to have your project or registered business receive project expense income through CVI².
3. Under **Documents**, select **Downloads** to download and provide CVI² with: a filled in copy of "#13 Project Approval Request" for specific projects, if you intend to receive project expense funds that are not personal compensation.