

Please complete the following information and submit this form by October 16th. Once Best Companies Group receives this form, you will be sent a confirmation email with detailed information about the survey process.

**Nonprofit Name:** \_\_\_\_\_

(Name as it should appear in print)

**Legal Name of the Nonprofit:** \_\_\_\_\_

(If different than listed above)

**Federal Employer Identification Number (FEIN):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**County:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**Nonprofit Web Site URL:** \_\_\_\_\_

**Industry:** \_\_\_\_\_

**Primary Contact** (This person will be the main contact for questions throughout the entire process and the recipient of all communications (via phone, emails, Web site and letters), employee surveys for distribution, feedback reports, etc.)

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**Direct Dial Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Secondary Contact** (This person will be the contact for questions if the primary contact is unavailable.)

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Direct Dial Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

### Start Here!

#### Best Companies Group Registration Information

Thank you for your interest in participating in the 2010 "Best NonProfit Organizations to Work for" program. Registration is simple, however we encourage you to read the participation information carefully before submitting your registration form.

To participate, all nonprofits begin by filling out and submitting a registration form and faxing it to 717-236-6803.

Registration Deadline: October 16, 2009

Once the registration information is received by Best Companies Group, nonprofits will receive a confirmation email (which will include additional instructions). Participation is FREE unless you need us to administer the survey via traditional paper surveys (fees are for printing, shipping and processing of the surveys). The fee is based upon the size of the nonprofit.

Number of Employees	# Employees Surveyed	Online Fee	Paper Fee(1)
15 - 24(2)	All	FREE	\$95
25 - 99	All	FREE	\$230
100 - 199	All	FREE	\$360
200 - 499	Up to 250(3)	FREE	\$435
500 - 2499	350(3)	FREE	\$525
2500 +	400(3)	FREE	\$675

**Online Survey**  
(Electronic)

**Paper Survey**  
(Hard Copy)

- (1) A nominal non-refundable paper fee to cover the cost of printing, processing and shipping the paper surveys.
- (2) To ensure the credibility of the information, nonprofits with 15-24 employees must have an 80% (or better) response rate to be considered for the list.
- (3) Employees are randomly selected.

Reports detailing the survey results are available for purchase. Please read the Report Options page on the Web site.

Once the registration is received, Best Companies Group will send the nonprofit (according to the timeline):

The Employer Benefits & Policies Questionnaire (employer questionnaire)

A set of Employee Engagement & Satisfaction Surveys (employee surveys)

Survey instructions

Other supporting information

**CEO, President, Manager, Etc.** (Highest-ranking position of the nominated nonprofit.)

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Direct Dial Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**IT Contact** (This person will be the contact for any technical systems questions regarding online surveys - for all employer questionnaires and online surveys for employees - regarding filtering, spam content, white-listing, etc.)

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Direct Dial Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Marketing Contact** (This person will handle any marketing and/or public relations questions for your nonprofit.)

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Direct Dial Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Vendor/Suppliers:** Should your nonprofit be named to the list, we would like to notify your top three vendors or suppliers (i.e. Health Insurer, Benefits Administrator, Bank, Accounting Firm, etc.). Please provide us with the contact information as requested below.

1)	_____	_____	_____	_____
	Company Name	Contact	Phone	Email address
2)	_____	_____	_____	_____
	Company Name	Contact	Phone	Email address
3)	_____	_____	_____	_____
	Company Name	Contact	Phone	Email address

**Additional Nonprofit Information:** Total number of employees in the United States (EXCLUDING temporary/seasonal and per diem employees).

**Total Employees:** \_\_\_\_\_

**Full-time Employees:** \_\_\_\_\_ **Part-time Employees:** \_\_\_\_\_

**Online Survey** (Electronic)  **Paper Survey** (Hard Copy)

**Name of person completing this registration form:**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Are you authorized to enter your nonprofit into this process:**  YES  NO

**Commitment:**  I understand that submitting this form enters our nonprofit into the "Best NonProfit Organizations to Work for" program. I am committing to meet all deadlines and complete both portions of the assessment process. If at any point we choose to withdraw from the process, we will notify Alicia Perry at (877) 455-2159 immediately.

**Submit this registration form  
by faxing it to 717-236-6803**

**Participation is FREE<sup>(1)</sup>:**

Paper fees differ and are determined based upon the size of the nonprofit.

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**How did you hear about the program?:**

- The NonProfit Times – Ad  
 The NonProfit Times – Email  
 The NonProfit Times – Phone call  
 Best Companies Group - Email  
 Best Companies Group - Letter  
 Best Companies Group - Phone call  
 Direct mail piece  
 Other - Please describe

**Does your nonprofit need surveys in another language? \***

- Spanish-Latin American  Spanish-European  
 French  Chinese  Japanese  
 Other \_\_\_\_\_

\* Best Companies Group has the ability to survey employees in additional languages. For a fee we can provide the employee survey in another language. If your nonprofit needs surveys in a language other than English, please check the box above and you will be contacted with additional information.

**Is your nonprofit interested in customizing the job role and department category demographics on the employee survey?**

Please be aware that as part of the "Best" program, a certain threshold of employee survey responses must be received in order for the analysts to consider the survey data valid. If a nonprofit does not meet this threshold, their full consideration for the "Best" list may be jeopardized, even resulting in elimination. In the rare case a nonprofit's response rate is extremely low, a statistically valid Employee Feedback Report (if purchased) will not be presented.

**▶ IMPORTANT:** If any of the contact information changes at any point in the process, please notify Alicia Perry at aliciap@bestcompaniesgroup.com immediately.

**Best Companies Group▶▶▶**

1500 Paxton Street, Harrisburg, PA 17104  
(717) 909-1570 | (717) 236-6803 (fax)  
Email: aliciap@bestcompaniesgroup.com