

Best NonProfit Organizations to Work for

Nonprofit Participation Registration Form

REGISTRATION DEADLINE: October 14, 2011

Please complete the following information and submit this form by October 14th. 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: _____

(NO HOME ADDRESSES)

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 2012 "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 14, 2011

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	\$120
25 - 99	All	FREE	\$255
100 - 199	All	FREE	\$385
200 - 499	Up to 250(3)	FREE	\$460
500 - 2499	350(3)	FREE	\$550
2500 +	400(3)	FREE	\$700

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: _____

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 by clicking this submit button, our company is entered into the "Best NonProfit Organizations to Work for" program. I am committing to meet all deadlines, complete both portions of the assessment process and pay the registration fee. If at any point we choose to withdraw from the process, we will notify a representative of Best Companies Group at 1-877-455-2159 immediately. Companies withdrawing after October 14, 2011 will incur a \$250 withdrawal fee in addition to the total fees incurred for any special requests (customization orders, language translations, paper survey processing, etc.) and the registration fee.

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.

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

Participation is FREE⁽¹⁾:

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

Number of Employees	# Employees Surveyed	Online Fee	Paper Fee ⁽¹⁾
15 - 24 ⁽²⁾	All	FREE	\$120
25 - 99	All	FREE	\$255
100 - 199	All	FREE	\$385
200 - 499	Up to 250 ⁽³⁾	FREE	\$460
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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?

IMPORTANT: If any of the contact information changes at any point in the process, please notify Madelon Miuccio at madelonm@bestcompaniesgroup.com immediately.

Best Companies Group ▶▶▶

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