



international debate education association

Questions Asked and Documents Requested During the NGO Accreditation Process

I. The member demonstrates a credible, stable infrastructure.

A. Please attach the following documents:

1. scan or PDF of official registration documents
2. English-language copy of the statutes and by-laws of your organization (note: this need not be a certified translation prepared by an attorney. A clear, quality English translation is sufficient.)
3. names, addresses, e-mail contact information **and qualifications** of board members
4. calendar of all board meetings in the past year
5. financial statements, following generally accepted accounting principles for the most recent year these are available
6. **list of major contributors and partners, the type of support provided and contact information for them**
7. **mission and vision statement**
8. (optional) long-range strategic program and fundraising plan

B. The member is legally registered.

1. What is the official name of your organization?
2. What is the structure of your organization? membership organization, not-for-profit corporation, public institution, university, non-membership based service provider, division of a larger non-debate focused NGO, other.
3. Please provide contact information for your organization: postal address, e-mails, telephone numbers.

C. The member has an independent board of directors.

1. Does your organization have an independent board of directors or another group of individuals with authority to oversee the NGO?

D. The member is financially secure.

1. Are your financial statements audited?

E. The member has effective communication with participants. (site visit)

1. **Is information on trainers, coaches, camp organizers, accounting, public relations curriculum or program development, judging, fundraising, internal communications/ coordinating being disseminated to members? How?**
2. Does your organization have a Web site? What is the URL? How often is it updated?
3. What is your primary means of communicating with members?

II. The member offers fundamental speech and debate education.

A. The member offers trainings for teachers, coaches, students and judges. (If the following information has already been entered into [DebateTracker](#), please indicate and skip to next section.)

1. Please assemble and attach an activity report from the most recent year listing the events, trainings and programs coordinated by your organization during the previous twelve months. Include descriptions of events, dates, locations, names of coordinators, and number of individuals involved.
2. How many trainers are in the program?
3. How many teachers have been trained in the past year?
4. How many judges have been trained in the past year?
5. How many coaches have been trained in the past year?

- B. **The member provides educational resources for teachers, coaches, students and judges (optional, site visit).**
 - 1. Have you developed original training procedures or documents for your constituents?
 - 2. Does your organization operate a resource center as an educational and administrative hub?
 - C. **The member integrates debate into the academic curriculum (optional, site visit).**
 - 1. How, if at all, is speech and debate integrated into the mainstream curriculum?
- III. The member provides regular opportunities for participation.** (If the following information has already been entered into [DebateTracker](#), please indicate and skip to next section.)
- A. **The member offers opportunities for judged events.**
 - 1. How many events were sponsored or sanctioned in the past twelve months by your organization?
 - B. **The member organizes public events.**
 - 1. Has your organization sponsored any public events in the past year?
 - C. **The member provides a debate camp (optional).**
 - 1. **Does the member provide a debate camp.**
- IV. The member is inclusive.** (If the following information has already been entered into [DebateTracker](#), please indicate and skip section.)
- A. **The member engages in outreach activities.**
 - 1. Does your organization sponsor outreach programs to involve minority groups (racial, ethnic, cultural, linguistic or religious) in its activities?
 - 2. How broad a geographic area is served by your organization?
 - B. **The member accommodates the needs of diverse populations.**
 - 1. In what language or languages does your organization promote speech and debate events?
 - 2. What segment of the population is targeted by your organization? (by age, geography, affinity group, language, etc.)
 - C. **The member provides diverse and geographically accessible events.**
 - D. **The member has a harassment policy.**
 - 1. Does your organization have a harassment policy?
 - 2. Does your organization have an equal opportunity employment policy?
 - E. **The member has a grievance committee for student and adult populations.**
 - 1. Does your organization have a grievance committee?
 - 2. Does your organization have a student grievance committee?
 - 3. **Please have a copy of your grievance procedure available if requested.**