How To Provide Required Information On GuideStar

Health Foundation of South Florida requires nonprofit applicants to have their current organizational information available through the GuideStar Exchange program. The following items are required:

- 1. Board of Directors List
- 2. IRS Letter of Determination
- 3. IRS Form 990
- 4. Current Annual Operating Budget
- 5. Balance Sheet or Auditor's Report

Please follow the steps below to add or update this required information.

1. Go to www.GuideStar.org and sign in or create an account.

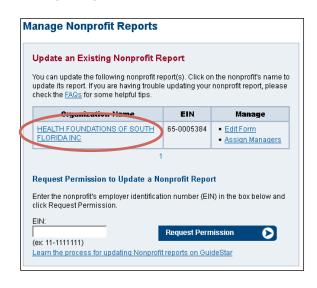


- 2. Once signed in, click "Update Nonprofit Report".
- 3. "Claim and update" your nonprofit's report.

Are You with a Nonprofit? Here's What You Can Do on GuideStar As a nonprofit manager, here are a few of the things you can do on GuideStar: 1. Read below to learn about the GuideStar Exchange. 2. Claim and update your nonprofit's report. 3. See what materials you might want to have handy when you update your GuideStar Exchange report. (You can also review the complete list of data fields collected through the GuideStar Exchange.) 4. Earn a GuideStar Exchange logo to show your level of participation. 5. Take advantage of additional opportunities and initiatives to benefit your organization, including Charting Impact and reviews. 6. Read the GuideStar Exchange FAOs. 7. Review the GuideStar Exchange terms of use.

4. Manage Nonprofit Reports

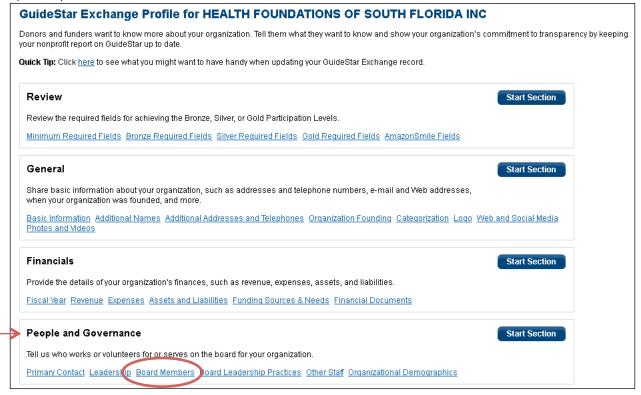
Click on your organization's name. If your organization's name does not appear here, you will need to enter the Employer Identification Number (EIN) in the field provided and click on the "Request Permission "button to update the nonprofit report. Note: getting permission from GuideStar may take up to one week.



5. Upload documents

Board of Directors List

To upload information on board members, click on "Board Members" under the "People" section. Enter or upload your information. Click "Save".



IRS letter of determination

To upload your IRS letter of determination, click on "Organization Founding" in the "General" section. Enter or upload your information. Click "Save".



IRS Form 990

To upload your IRS Form 990, click on "IRS Documents" in the "Additional Documents" section.



Annual Operating Budget

To upload your annual operating budget, click on "Revenue "in the "Financials "section. Enter your revenue information. Click "Save and Continue". Enter your expense information. Click "Save and Continue". Enter your assets and liabilities information. Click "Save".



Balance Sheet or Auditor's Report

To upload your balance sheet or auditor's report, click on "Financial Documents" in the "Financials" section.



6. Review

Click on "Minimum Required Fields" under "Review".



GuideStar requires more information than Health Foundation of South Florida in order for your organization's profile to be published. Please provide any missing information so you may move on to the last step.

Confirm and Submit

Click "Program Terms" under "Confirm and Submit".



7. Program Terms

After agreeing to GuideStar's terms and conditions, click on "Publish Changes".

