Membership Application Process

Thank you for your interest in joining the DC Coalition Against Domestic Violence. Below you will find information about membership criteria, the application process, and requirements for membership. We are pleased you are interested in joining our coalition, our voices united and amplified strengthen our ability to help survivors build safe and secure lives.

The DC Coalition Against Domestic Violence (DCCADV) accepts applications for membership between April 1 - July 31 on an annual basis. From August 1 - January 31 of each year, DCCADV reviews applications and conducts assessments of applicant organizations. After this review process is completed, an applicant may be granted provisional membership for a six month period. At the end of the provisional membership period, DCCADV assesses the applicant’s participation in Coalition activities and adoption of best practices. Applicants who are recommended for full membership are then presented to the DCCADV Membership and Board of Directors for approval as a full member. The entire application process lasts one year.

DCCADV membership has three tiers:

- Primary Purpose Domestic Violence Organizations - organizations whose mission is to support survivors of domestic violence and their families
- Ally Organizations –organizations whose work intersects with and impacts survivors and their families or who have a domestic violence component to their work
- Supporters– corporations, entities, agencies, government agencies and individuals who actively support our work

Application Submission: April 1 – July 31
4 month period to submit applications for membership

- Applicant completes a Membership Application Form (copy enclosed)
- Applicant signs statement agreeing to support DCCADV’s Mission and Vision, and institutionalize our Guiding Principles (copy enclosed)
- Applicant reviews Assessment for Membership Checklist and signs statement agreeing to participate in an Assessment for Membership process (copy enclosed, for primary purpose domestic violence organizations and ally organizations only)
- Applicant submits a signed, completed application via email to membership@dccadv.org
Application Review: August 1 – January 31
6 month review period by DCCADV and its Standards Committee (comprised of four representatives from member programs)

- DCCADV reviews Membership Application
- DCCADV staff completes Initial Assessment
- DCCADV and Standards Committee conduct site visit which includes an interview with the Executive Director and an interview with front line staff
- DCCADV provides technical assistance on best practices and model policies, as needed
- Applicants demonstrate the operationalization or makes substantial progress in operationalizing DCCADV’s Guiding Principles during the application year
- Standards Committee presents applications to DCCADV membership for review

Provisional Membership: February 1 – July 31
6 month provisional membership period

- Primary Purpose DV and Ally Organization applicants will attend DCCADV membership meetings (ED or designee) but will not have voting rights
- Primary Purpose DV and Ally Organization applicants are welcome to attend DCCADV work group meetings but will not have voting rights
- All applicants are welcome to attend any Advanced Trainings (ATs), our annual conference, and the Domestic Violence Advocate Core Competency Training (DV ACT), especially staff that need to obtain advocate privilege or whom are working with survivors
- Primary Purpose DV and Ally Organization applicants submit 3 letters of support to the Standards Committee: one letter each from a current member program, a survivor, and a member of the Applicant’s board.
- Standards Committee representatives will present those applicants who are recommended for full membership to the DCCADV Board of Directors for approval for full membership during the 3rd quarter meeting each year

Full Membership: August 1
Full membership granted based on successful completion of application process and provisional membership period, submission of 3 letters of support (DV and ally organizations only), and approval of the DCCADV Board of Directors

*Applicants may decide to withdraw their application at any time. An application will be denied if the program does not complete all of the application process requirements during the appropriate time periods.*
DCCADV Membership Benefits

DCCADV seeks to advance the anti-domestic violence movement in Metropolitan Washington, DC, promote awareness of emerging standards and best practices in the anti-domestic violence field, and provide innovative services for the education and professional development of its members.

The Coalition offers the following benefits to members, as resources allow:

- An annual conference (to include training workshops, information about best practices, and networking opportunities)
- Training and technical assistance on emerging issues in the field of domestic violence, general non-profit issues, and policy advocacy
- Promotion of members and help raising their visibility with a wide variety of audiences
- Assistance in developing collaborative relationships and partnerships
- Media and communications support

The Coalition recognizes the leadership and expertise of its members in the community and will facilitate opportunities for members to lead trainings and provide technical assistance to other members. The Coalition will also recruit national and local experts for various trainings.

In addition to these specific benefits, many DCCADV activities will benefit the broader domestic violence community, regardless of whether an organization or individual is a member. For example, the Coalition will implement a policy/advocacy agenda that individual organizations may not have the resources to implement on their own. It will also carry out public awareness campaigns to raise awareness about domestic violence issues. It will continue to make information about domestic violence trends and issues, pending legislation, etc., available through its website and communications venues.

Benefits for Primary Purpose Domestic Violence Organizations

- Annual Conference
- Membership Meetings
- Voting Rights on Annual Policy Initiatives
- Advanced Training Topics
- DV ACT
- Policy Task Force
- Housing Work Group
- DVAM Work Group
- Training Work Group
- Legal Advocacy Work (LAW) Group
- Participation in ED and Advocates Listserv
- Option to apply to serve on DCCADV’s Board of Directors
- Assistance with statewide fundraising efforts
• Action Alerts
• Technical Assistance
• Media Support
• Public Awareness Campaigns
• Emergency/Crisis Support – example: a death in your community resulting from domestic violence

Benefits for Ally Organizations
• Annual Conference
• Membership Meetings
• Voting Rights on Annual Policy Initiatives
• Advanced Training Topics
• DV ACT
• Policy Task Force (no voting capacity)
• Housing Work Group
• DVAM Work Group
• Training Work Group
• Legal Advocacy Work (LAW) Group
• Participation in ED and Advocates Listserv
• Option to apply to serve on DCCADV’s Board of Directors
• Assistance with statewide fundraising efforts
• Action Alerts
• Technical Assistance
• Media Support
• Public Awareness Campaigns
• Emergency/Crisis Support – example: a death in your community resulting from domestic violence

Benefits for Supporters
• Annual Conference
• Advanced Training Topics
• DV ACT
• Action Alerts
• Technical Assistance
• Media Support
• Public Awareness Campaigns
Membership Application Form

Date of application_____________________________

Organization name _________________________________

Executive Director___________________________________

Mailing address_______________________________________

City________________________________________________ State________ Zip________

Business Phone________________________ Crisis Phone _______________________

Fax________________________ Executive Director’s E-mail_____________________

Organization web site address_______________________________________________

Areas of Service (check all that apply):  ☐  DC  ☐  MD  ☐  VA  Other _________

Please briefly describe what your program does and whom it serves:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Names/contact names(addresses/phone numbers/fax/e-mail contact for all satellite offices of your organization (please use an additional sheet of paper if necessary)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
DC Coalition Against Domestic Violence
Mission and Guiding Principles

Vision Statement

We envision living in a violence-free city and community where there is equality, safety, justice and peace.

Mission Statement

DCCADV’s mission is to build a community where domestic violence is replaced with human dignity. We advance our mission through advocacy, community education, outreach, public policy, technical assistance and training, resource sharing and research.

Guiding Principles

1. Respect and Dignity. We are dedicated to promoting equality, respect, and dignity among all people.

2. Social Justice. We demand that all people live free from violence, economic deprivation, discrimination, and prejudice. We are dedicated to the inclusion and active participation of individuals and groups that have been traditionally unheard and historically devalued or excluded.

3. Trauma-Informed. We see each individual we serve and those we work with through a trauma-informed lens. Trauma-informed means we recognize and respond to the effects of all types of trauma, including historical trauma, a person has experienced at any and all points in their lifetime.

4. Cultural Humility. We honor every individual we work with and are committed to learning from and lifting up the voices of the people we serve. We honor culture, tradition, race, ethnicity, religion, age, sexual orientation, gender identity, gender expression, and ability.

5. Confidentiality. We provide confidential services and believe in each person’s right to decide who knows their story. We safeguard and respect the privacy of the people we support.

6. Self Agency. We are committed to the freedoms and choices of the people we serve and support their right to decide their path to healing.

7. Survivor Centered Supports. We assist people to direct the course of their own lives; survivors make, act on, and take responsibilities for their own decisions.
8. Accessibility. We advocate for justice, inclusion, and full community participation, removing barriers, real or perceived, to encourage the widest possible participation.

9. Accountability. We believe that everyone must work together to affect a coordinated community response with an intersectional lens for there to be a successful shift in societal attitudes and beliefs about domestic violence.

10. Self Care. We celebrate each individual’s sense of belonging and value to this work. We recognize the right of each individual and organization to identify and practice self-care while being aware of vicarious trauma, re-victimization, and burn out.

By signing below, we agree to support the vision and mission of DCCADV and operationalize the Guiding Principles to the best of our ability.

_________________________________________  ___________________
Applicant Organization Executive Director  Date
Assessment for Membership Checklist
For Primary Purpose Domestic Violence and Ally Organizations Only

Verification Process
Site visit from DCCADV staff

During the first two months of your application process, DCCADV staff will visit your organization to verify the existence of the documents listed below. We will not evaluate or scrutinize any of these documents, we will ask to see copies to ensure fiscal soundness and standards of operation across the membership. There is no penalty if your organization does not have/has not created a listed document. As a provisional member, DCCADV will provide technical assistance and support in drafting any missing items.

______ Articles of Incorporation (legal and audit requirement)
______ Bylaws (legal and audit requirement)
______ Current job descriptions for board, staff, and volunteers (audit requirement)
______ Tax exempt status documents (legal and audit requirement)
______ Insurance policies (legal and audit requirement)
______ Personnel policies (audit requirement)
______ Minutes of Board Meetings (legal and audit requirement)
______ Policies regarding lobbying and political activities (legal and audit requirement)
______ Organization’s most recent IRS Form 990 (legal and audit requirement)
______ Audited financial statement, if required to prepare one (legal and audit requirement)

Most recent quarterly financial statements:

______ budget vs. actual reflecting full budget (revenue and expenses) (audit requirement);

______ statement of financial position (audit requirement); and

______ Organization’s mission statement, vision statement (if have), and core values of the organization (if have) approved by the board of directors. (audit requirement)
______ Organization’s Policy re: board fiscal oversight (written if have, or description of process if not a formally, written policy) (best practice)

______ Standards of Operation (or Accounting) Manual (audit requirement)

______ Employee/Volunteer Handbooks (ensure compliance with DC Human Rights Act and Americans with Disabilities Act) (audit requirement)


______ Conflict of Interest Policy (best practice)

**Collection Process**
To be collected by DCCADV staff

During the 3rd month of your application process, DCCADV will request you submit the items listed below. There is no penalty if your organization does not have/has not created a listed document. As a provisional member, DCCADV will provide technical assistance and support in drafting any missing items.

______ Current list of Board of Directors (with contact information) (legal and audit requirement)

______ Organizational chart (audit requirement)

______ Confidentiality policies and signed confidentiality agreement by staff, board, and volunteers (VAWA and FVPSA and audit requirement)

______ Program policies (audit requirement)

______ Organization’s Business License or most recent Annual Report filed with the DC Department of Consumer and Regulatory Affairs. (audit requirement)

______ Organization’s Policy re: board oversight of personnel matters or grievance policy (written if have, or description of process if not a formally, written policy) (best practice)
**Assessment Process**  
Site visit from DCCADV staff and Standards Committee

During months 4-6 of your application process, DCCADV staff and representatives from the Standards Committee will visit your office and request the 4 items listed below. We will ask for copies to ensure program soundness and standards of operation across the membership. There is no penalty if your organization does not have/has not created a listed document. As a provisional member, DCCADV will provide technical assistance and support in drafting any missing items.

During this visit we will ask to speak with the Executive Director and front line staff to learn about your organization, philosophy, and programming.

- ______ A statement/list of core beliefs and values of the organization, in particular in regards to their work with survivors of domestic violence (VAWA and FVPSA requirement)
- ______ A statement or policy regarding working with people with developmental disabilities and/or mental health issues (legal requirement)
- ______ A statement or policy regarding services being available to all persons regardless of race, ethnicity, age, education level, economic status, sexual orientation, gender identity (including transgendered and other gender non-conforming identities) immigration status, geographic location, spiritual beliefs, physical or mental ability, or criminal status (legal requirement)
- ______ Information about fee for services

**By signing below, I agree to participate in the Membership Assessment and understand that documents may be shared with DCCADV staff and Board of Directors; however, organizational confidentiality will be maintained by DCCADV.**

_________________________________________  __________________
Applicant Organization                          Date
Checklist and Membership Agreement

We have reviewed the following (does NOT need to be returned to DCCADV):

☐ Membership Application Process

We are applying for membership by submitting the following documents to DCCADV:

☐ Member Program Application Form
☐ DCCADV Mission and Guiding Principles
☐ Assessment for Membership Checklist

By signing below, we agree to actively promote and operationalize the Mission and Guiding Principles of DCCADV:

Signature of the Executive Director:

Printed Name ________________________________

Date __________________

Please submit completed Application to membership@dccadv.org