

LAND TRUST ACCREDITATION COMMISSION



An independent program of the Land Trust Alliance

Extended Term Report Reference Copy

This information applies to those organizations that have been awarded an extended accreditation term (a seven-year term) after a successful third renewal application.

Land Trust Standards and Practices (Standards) together with an accreditation program have strengthened the whole land trust community. Having an extended, seven-year term after third renewal balances the time land trusts invest in the renewal process and the role of renewal and accreditation in minimizing risks to the land trust community.

The Land Trust Accreditation Commission understands that over an accredited term, a land trust and the land trust movement can change. The Extended Term Report requires the land trust to provide a few general updates; the report also provides the land trust the option to submit additional information. Through this report, the land trust and Commission can identify areas the land trust needs to strengthen before submitting its next renewal application.

- **Due Date:** Generally, a land trust can expect the report to be due in the third year of its extended accredited term. The Commission will contact the land trust about a year prior to give notice of the specific due date. A reference copy of an example report is provided below; the report must be submitted online via the Accreditation Management System.
- **Response from Commission:** The land trust can expect to hear back from the Commission within approximately three months of submitting the report. If the land trust elects to submit the optional information, the Commission will review it and share feedback about any areas where the land trust can take action to strengthen its next application. In the rare event the land trust has a major organizational change not yet reported, the Commission may require additional information.

Required: General Updates

When a land trust signs the Accreditation Agreement, it commits to notifying the Commission of major changes in operation (including if it undergoes a corporate combination) and staying current with changes to the requirements. Reporting on these changes and progress on any Expectations for Improvement as part of the Extended Term Report helps the land trust be more prepared for its next application.

Questionnaire

1. Do you need to update your land trust's primary accreditation contact?
 yes no
If yes, please list name, title, email, and phone number for the new contact.

2. Since its recent renewal, has your land trust had any major changes in its mission, scope, or operations not yet reported to the Commission? *(Such as completing its first conservation easement or accepting its first conservation fee property; expanding its service area; merging or completing a corporate combination with another organization; accepting all or a substantial portion of the conservation fee properties or conservation easements from another land trust or nonprofit)*
 yes no
 If yes, describe.

3. Since its recent renewal, has your land trust had changes in key staff not yet reported to the Commission? *(Such as the addition of or turnover in the position of executive director)*
 yes no not applicable (if no staff)
 If yes, describe.

4. Since its recent renewal, has your land trust been staying aware of and current with any changes to the accreditation requirements?
 yes no
 If no, describe the systems the land trust will implement to annually review the requirements and to refine its programs to implement new accreditation requirements.

5. Did your land trust receive any Expectations for Improvement (EFIs) when it was most recently renewed?
 yes no
 If yes, briefly describe how each EFI issued is being addressed.

Optional: Information for Next Application

The next renewal application will require information from over the extended accredited term. By submitting the optional information below, the land trust can start building its next application. If the land trust elects to submit the optional information, the Commission will review it and share feedback if there are areas found where the land trust can strengthen its next application. While the Commission cannot guarantee the outcome of the next application, the land trust can benefit from this review by taking action on identified areas prior to submitting its renewal application.

Questionnaire

1. Complete the online chart for each year since renewal was most recently awarded.

	Most Recent Year	Second Year Prior	Third Year Prior
Year Ending			
Total Support and Revenue			
Total Expenses			
Type of Financial Evaluation (Audit, Review, or Compilation)			

Attachment

1. Land Conservation Project List