

The Banks Foundation, Inc.
Sponsorship Policy for the
Sponsorships & Strategic Partnerships Program
Effective 1.7.2023

I. Purpose

It is in the best interest of our communities to work with existing programs in the areas of reading, math, writing, and science to empower families to reach their full potential. This Sponsorship Policy sets forth specific guidelines for organizations participating in the Sponsorships & Strategic Partnerships Program of The Banks Foundation, Inc. (hereinafter referred to as “The Foundation”).

II. Guidelines for Sponsorship

All Members of The Foundation’s Sponsorships & Strategic Partnerships Program must be federally recognized nonprofits under Internal Revenue Code 501(c)(3) with an Employment Identification Number (EIN). The organization’s main business purpose must be to support education. The organization cannot be organized for the purposes of lobbying, political gain, or participating in federal or local elections. Accredited K-12 schools and public charities are included. Private foundations are excluded.

All sponsorship opportunities must be pursued in good faith with the expectation of having an ongoing relationship with The Foundation. All Members must have the same goal to enhance their community and provide equal opportunity for all individuals serviced in their communities.

To participate in the program, applicants must be in good standing with the Internal Revenue Service as determined by the Internal Revenue Service database. If this information cannot be determined directly, The Foundation may ask the organization to supply their federal tax-exempt determination letter. The eligible organization should have public information such as a website, newsletter, or other published information which explains their mission and activities.

A. Database Collection & Privacy Information

Members agree to allow The Foundation to gather contact information *but not limited to* addresses, phone numbers, names, and representation for purposes of contacting the Member organization. Contact information will only be used by The Foundation to contact the Member organization. The Foundation will not *intentionally* distribute contact information with outside third parties.

Members also agree to allow The Foundation to disclose on its website, social media, and published materials that the Member is part of the Sponsorships & Strategic Partnerships Program. This allows community Members to know how The Foundation is providing support and resources to the community.

Members also agree to provide documentation supporting their programs and use of The Foundation's funds from the grant such as but not limited to pictures, articles, testimonials, and other publications that the Member gives The Foundation permission to publish with express written consent provided via email upon request.

B. Fees

There are no fees to be a member of the Sponsorships & Strategic Partnerships Program. It is a voluntary program designed to provide funds to existing organizations providing valuable resources to their communities. Membership is yearly and must be offered to the organization directly by The Foundation via a Welcome Letter.

C. Program Acceptance & Welcome Letter

The Foundation's board chooses organizations for the program based on the work they do in their communities, building of relationships, and aligned interests and goals. Once your organization is approved to be part of the program and to receive funds from The Foundation, you will receive a Welcome Letter outlining your grant opportunities.

Welcome Letters are sent out by our organization yearly prior to the start of the grant year. You will also receive instructions in the letter as to a) the timing and expiration of your funds b) how to receive your funds and c) program purposes. Funds may not be rolled over from year to year. They are use or lose.

D. Use of Member's Name and Logo

Members agree to provide express written consent including, *but not limited to* The Foundation's use of the Members' materials. Members must agree to The Foundation's use of the following materials including, *but not limited to* the Member's name and logo on The Foundation's website, social media, and published materials only for purposes of informing the public of support of the Member's specific programs.

The Foundation agrees to not *intentionally* use the Member's materials outside of the uses permitted in the Sponsorship Policy.

E. Indemnification

All Members agree to indemnify The Foundation against any award, charge, claim, compensatory damages, cost, damages, exemplary damages, diminution in value, expense, fee, fine, interest, judgment, liability, settlement payment, penalty, or other loss (a "**Loss**") or any attorney's or other professional's fee and disbursement, court filing fee, court cost, arbitration fee, arbitration cost, witness fee, and each other fee and cost of investigating and defending or asserting a claim for indemnification arising out of: (i) any inaccuracy of any representation made by the Member under the Sponsorship Policy; (ii) the Member's breach of any of its obligations under the Sponsorship Policy; (iii) the sponsored event, including Losses for bodily injury, death, or property loss whether monetary or financial, but only in proportion to and to the extent those Losses arise out of the negligent or intentional acts or omissions of the Member or the Member's officers, employees, and contractors.

F. Types of Sponsorship Opportunities

The Foundation offers Volunteer Grants, Fixed Fee Grants, and Community Grants. The Member organization can choose which grants or mix of grants it wants for the calendar in which it has qualifying Member status. The maximum amount disbursed to the Member is based on their Welcome Letter for each eligible year.

Volunteer Grants are designed to encourage volunteerism for National Day of Love® and the month of March. The Member organization can receive a \$500 grant for at least 20 hours of volunteer service performed by qualifying volunteers (see description in next section) during the month of March (March 1 to March 31). Only qualifying activities are eligible for a grant. Qualifying activities include tutoring and/or other activities focused on writing, reading, math, and science. The maximum award for each year is outlined in the Member's Welcome Letter.

Eligible Volunteers

Volunteers must be uncompensated by the Member organization performing agreed upon volunteer activities such as tutoring or other learning activities in writing, reading, math, and science and supervised by the Member organization. Paid employees, paid volunteers, and board members receiving compensation from the Member organization do not qualify as volunteers for the purposes of the Volunteer Grants.

The eligible organization must properly vet and screen all volunteers. The Foundation does not take responsibility for volunteers' work performed by or for the Member organization's volunteers.

Work must be performed at a volunteer location supervised by the Member organization. The work must be performed at the Member organization's facility or agreed upon volunteer site.

Recording Volunteer Hours

Member organizations are required to keep a log of all volunteer hours performed for their grant. The Member organization agrees to provide this information upon request by The Foundation, its registered agents, or on behalf of The Foundation by any legal agency to verify or review any volunteer activity.

Fixed Fee Grants are designed for Member organizations to receive funding for program activities related to tutoring, writing, reading, math, or science. A grant may be awarded to a member organization in which the Member agrees to host and conduct one of the following activities:

- Science Fair
- Math Fair
- Essay Contest
- School Supply Drive (proceeds must be used to purchase school supplies for the organization)
- Book Fair (proceeds must be used to support the library or nonprofit organization's reading program)
- Tutoring in math, science, or reading (other than for Volunteer Hours as prescribed in the Volunteer Grant section).
- Other activity presented by the Member organization and approved by The Foundation.

If applicable, the Member organization agrees to take pictures at the event to support the activities and provide them upon request to The Banks Foundation, Inc. via email at admin@thebanksfoundationinc.org or mail to 924 W 75th St Suite 120-240, Naperville, IL 60565. The school agrees to allow The Foundation to post the pictures provided on its social media, website, and or including any publications whether virtual or in print.

Community Grants are to be used exclusively for the Adopt A School Initiative. Eligible organizations include accredited K-12 schools that are Members of The Foundation's Sponsorship Program.

To qualify for the Adopt A School Initiative, the school should meet the following conditions:

- 30% or more of the students are low income.
- The school is an accredited K-12 school in good standing with the state. Good standing is defined as the standards for the state the school is in and any local guidelines.

The Foundation adopts accredited K-12 schools in low income and/or minority enrollment areas. Minorities are defined as black/African American descent, Asian Pacific Islander, Native American, Pakistani, or Indian descent, and/or Hispanic.

School administrators may apply for \$500 in grant funding per application. Attach a list of pre-priced school supplies including name and quantity from one of our preapproved vendors. School supply lists cannot exceed the current price of \$500 at the time of submission. Multiple submissions can be made in one day. The Foundation orders school supplies through preapproved vendors. For a current list of preapproved vendors, please email diedre.m.banks@thebanksfoundationinc.org.

The school supply list should include a current school address of where the supplies should be shipped and any specific hours that deliveries cannot be received. All school supply orders must be approved by an administrator by reviewing and signing (via email) that the purchase order is correct before the goods are shipped. Once shipped, the goods cannot be returned.

The school agrees to provide pictures to admin@thebanksfoundationinc.org of ALL school supplies received with or without staff or students present to show the impact of the donation for the organization. The school agrees to allow The Foundation to post the pictures provided on its social media, website, and or including any publications whether virtual or in print.

Schools that do not fit the above criteria may still be considered for sponsorship but must have written approval from the board obtained at a regular board meeting.