



Hands On
NETWORK

**2014 Altria
Nonprofit Agency Partner Agreement Packet**

**PART I OF III
MEMORANDUM OF UNDERSTANDING**

**Please return the signed MOU
to: AltriaVolunteers@HandsOnNetwork.org
or fax to (404) 979-2901**



HANDSON NETWORK
2014 ALTRIA MEMORANDUM OF UNDERSTANDING
WITH THE CITY OF JONESBORO

March 24, 2014

Background on Altria Partnership:

Altria joined the Points of Light Corporate Service Council in early 2007. Since then, they've partnered with many Government Agency Partners across the country to provide volunteer opportunities for their employees. Sharing with others is one of Altria's core values, and Altria works to foster an environment where their employees can contribute their time, energy and commitment to the communities in which they live, work, and do business. Through "Day(s) of Sharing," Altria provides groups of employees opportunities to volunteer in a one-time, reoccurring, or annual community service project for a 501(c)3 non-profit organization. Altria has partnered with HandsOn Network to activate this vision. Through an ongoing relationship that provides funding to HandsOn Network (HandsOn) and our Government Agency Partners to support Altria's "Day(s) of Sharing" activities.

Terms and Conditions:

This letter serves as a master memorandum of understanding ("MOU") between HandsOn Network and The City of Jonesboro, AR(d.b.a. The City of Jonesboro)(Herein referred to as "*Government Agency Partner*") and indicates Government Agency Partner's general interest in being a party to the overarching Altria partnership. This MOU outlines the terms and conditions that apply to the HandsOn grant(s) to Government Agency Partners for project supply fees associated with Day(s) of Sharing grant application. By signing this MOU, the Government Agency Partner expresses interest in managing Altria projects in their market. This MOU is not an agreement for compensation (or grant agreement.) A complete Day of Sharing grant application must be completed online and approved by Altria in order to receive the Day of Sharing supplies funding provided by Altria.

Roles of the HandsOn Network Government Agency Partner:

The Government Agency Partner will provide full-service project management for Altria's Day of Sharing employee volunteer project(s) in the Action Center's region. Additionally, the Government Agency Partner is responsible for facilitating and coordinating activities and correspondence with Altria. The mission of the nonprofit agency partner for all coordinated projects must fall within one or more of Altria's impact areas, highlighted below:

- Education (Public Urban Middle School, 6th-8th Grade or High School 9th-12th)
- Positive Youth Development
- Environment
- Arts and Culture

Government Agency Partners will provide the following services in conjunction with each Employee Volunteer Initiative:

Partnership Support:

The Government Agency Partner will designate a primary point of contact for Altria to serve as an Altria liaison to facilitate the volunteer work. Additionally, the Government Agency Partner ensures that the required documents are received by HandsOn Network Project Manager in a timely fashion.

Project Selection:

The Government Agency Partner will offer recommendations for nonprofit community partner agencies and facilitate site visits for Altria team leaders (*when applicable*). Government Agency Partners will recommend the types of projects that will provide the greatest value to the community.

Program Planning and Execution:

Government Agency Partners will be fully involved in project planning and execution including: Program Management – Creation of Day of Event Schedules, contingency plans, and work and supply assessment. Although not solely responsible, Government Agency Partners may assist in engaging Altria internal teams and publicizing the event (internally), which may include hosting a brown bag lunch, and discussing roles and responsibilities. Note: it is the responsibility of Altria to recruit volunteers for the event.

Supplies Procurement

The Government Agency Partner along Altria Lead will create a budget for the Day of Sharing project, and the Government Agency Partner will submit the supply budget along with required paperwork online to HandsOn Network within 60 days prior to the project in order to receive funding. Altria must approve all supply funding in advance and payment will be made directly to the Government Agency Partner within two – three weeks of the project.

The Government Agency Partner will **complete and submit the Altria/Altria “Day of Sharing and Grant Approval” grant application online** to the POL Program Manager for approval by ALCS.

Along with the application, the Government Agency Partner will **upload the following documents** into the online form which are required as part of the “Day of Sharing” grant application:

1. A letter from the government organization requesting funds written on their letterhead requesting the supply grant
2. The tax exempt status IRS determination letter
3. Copy of the organization’s most recently audited financial statement and/or Form 990 filed with the IRS
4. List of the Board of Directors and Officers (City Council for government)

Note: The request for tools, supplies and day of expenses must come directly from the nonprofit community partner on **their** stationary addressed to Altria (attn: your local team leader). Once all of the required documents (mentioned above) are received by the HandsOn Network Program Manager, (s)he will submit the entire grant application to the ALCS Corporate Affairs Department for final approval. **The grant application must be completed by the Government Agency Partner within 60 days of the project date.** The ALCS Corporate Affairs Department will review and approve the grant application and the amount to be funded

for the project supplies. Thereafter a check will be processed by Points of Light/HandsOn Network and mailed to the Action Center or nonprofit partner.

Event Day support includes:

The Government Agency Partners will manage the event-day activities, starting with an orientation, followed by the service activities, and concluding with closing reflection. Additional event day responsibilities include facilitating local community introductions, including local officials.

Evaluation:

Post-event reporting and expense reports are mandatory for Government Agency Partners and should be completed within 7-14 days following the project. Participating Government Agency Partners will acknowledge and confirm Altria's support, in writing and in communications that typically recognize donors (e.g. annual reports, newsletters and websites) and copy the Altria Program Manager at HandsOn Network. Altria requires equal attribution when dealing with recognition.

Role of Altria:

A local Altria team leader (rep) will contact or be contacted by the appropriate Government Agency Partner or the HandsOn/Altria national program manager when they express an interest in developing a project. At that time the Altria team leader will provide the following:

1. Proposed project date(s)
2. Estimated number of employee volunteers
3. Specific project interests or requests (if applicable). Note: The Altria rep may not always be aware of the required areas of focus. However, it is important they the project fall within one of the approved focus areas.

Specifically, in support of this program, Altria will:

- **Provide a local contact person(s)** in each region and/or office to serve as a team leader;
- **Collaborate with the local Government Agency Partner** to determine the nonprofit community partner, project objectives, participate in nonprofit site visits, and confirm project selection;
- The Altria local team leader will **approve the project** or work that is requested to be done. Upon selection and approval of the nonprofit community partner, the Altria Client Services Inc. (ALCS) Corporate Affairs Department will approve the nonprofit community partner to be worked with;
- **Pre-approve Supply Budget** with Government Agency Partner to ensure that all necessary supply costs are accounted for and properly allocated;
- **Order lunch and refreshments** from a budget to be supplied by the local district;
- **Recruit volunteers.** Altria may invite Government Agency Partners to host brown-bag lunches or other overview sessions about the local program;
- **Report metrics** upon completion of the project to the Altria Program Manager confirming number of volunteers, hours served and tasks completed.

Role of Points of Light & HandsOn Network:

HandsOn will work closely with Altria and our local Government Agency Partner organizations to provide project management support and services for these events that engage Altria volunteers. Responsibilities include:

- Contract development and coordination;
- Distribution of Government Agency Partner funding for supplies and project management;
- Setting an introductory call/meeting with Government Agency Partners and Altria to review expectations, solidify program objectives and establish timelines (if applicable;)
- Conducting a debrief teleconference with Government Agency Partners and Altria post event (if applicable;)
- Providing Government Agency Partners with overall Altria event goals and expectations, as well as management support as needed to support effective coordination, planning, and implementation;
- Providing Altria with aggregated impact and evaluation data across all markets;
- Collaborating with Altria on national press and media elements (if applicable.)

Important Provisions:

- Altria’s name or the name of any of its affiliates can NOT be used on materials that are intended to be distributed to or placed among children. Likewise, Altria does not wish to partake in activities that directly involve youth in a one-on-one setting, such as mentoring and tutoring. Projects that take place in a youth or education setting must occur when school is out, or must occur outside apart from children, or must occur with staff of the partnering agency present at all times. Some appropriate projects include:
 - Outside planting or gardening at a school or youth center
 - Painting at a school or youth center
- Approval must also be given prior to using the Altria company name or logo on any materials to be placed at events (i.e. flyers, banners, t-shirts, etc.). Please contact the HandsOn /Altria account manager to inquire about gaining authorization for such materials.
- If Altria needs to cancel a project, they must notify the HandsOn Action Center in writing at least 10 business days before the project or the HandsOn Action Center will receive the agreed to funding for the project. Written notices may also be provided electronically or via facsimile. If the project is rescheduled within 30 days of the original project date, the HandsOn Action Center will not receive additional funding for project management.
- Some projects may have additional supply expenses and will incur added costs. These costs must be presented and approved by Altria in advance of project.
- Request for sponsorships (i.e. Serve-A-Thon events, special events, etc.) will not be funded.
- HandsOn Action Centers will not receive payment for supplying volunteer options to Altria during an introductory call, only for project development.

Funding Procedures:

As described above, the grant request for tools, supplies and other day of expenses will be submitted online 60 days prior to project to the local Altria Program Manager at Points of Light/HandsOn Network. Upon approval by Altria, funding for tools and supplies will be disbursed to the Government Agency Partner or nonprofit community partner, in *their* name, from Points of Light. This funding will arrive prior to the date of the project.

Post-event Report:

As part of this Agreement, HandsOn must provide Altria with quarterly activity and accomplishment reports. To satisfy this requirement, a signed addendum and Post-event Report and Expense Report will be completed by the Government Agency Partner and submitted in the online portal within 7-14 days upon completion of each project. The Post-event and Expense Report templates are included in the Altria Projects Requirements document in the “Part 3” packet.

Fiscal Management:

The grant funds can be expended only for charitable purposes and are to be used for the purposes stated in this letter. The Government Agency Partner must be able and willing to demonstrate to HandsOn and Altria with satisfaction that no portion of the grant funds have been used for the purposes other than those stipulated above and outlined in this letter agreement. A signed MOU is required for grant disbursement.

Changes to the Project Plan:

The Government Agency Partner is required to alert HandsOn Network of any significant changes to the Altria activity that could potentially impede success of the project. Such changes would include significant alterations to the Government Agency Partner’s program activities, the project plan as approved by Altria and POL, budget, staffing, funding from other sources, or relationships with other organizations in effect at the time of this MOU. Significant changes will be communicated to the HandsOn Network/Altria national Program Manager supporting your project at AltriaVolunteers@HandsOnNetwork.org (Jennifer Nash, Sr. Manager, Affiliate Corporate Engagement).

Termination of Grant:

Points of Light/HandsOn Network reserves the right to terminate this Agreement if, in its discretion, it determines that the Government Agency Partner has made any misrepresentations, has in any way misappropriated grant funds, or has done anything inconsistent with this MOU. The declaration of bankruptcy by your organization automatically terminates the grant.

Grant Period:

The grant period for the programs being supported by this MOU begins effective immediately and runs through **December 31, 2014**.

Reversion of Grant Funds:

The Government Agency Partner will promptly return unexpended grant funds: if i) HandsOn elects to terminate the grant as outlined above; or ii) if the Government Agency Partner loses its exemption from federal income taxation as provided under Section 501(c)(3); or iii) the project deliverables are not fulfilled.

Income Tax Exemptions:

It is understood that by signing this Agreement, the Government Agency Partner confirms that it is an organization exempt from federal income taxation pursuant the Internal Revenue Code and that there have been no changes in its operations that would jeopardize this classification.

Agreement:

Please indicate your organization’s agreement to (1) be included as party to the national Altria partnership, and (2) your agreement to abide by the terms and conditions as outlined herein on any Altria project for which you will receive funding from Points of Light by signing and returning a signed copy of this MOU to HandsOn Network.

Signed MOUs will be submitted via email at AltriaVolunteers@HandsOnNetwork.org or fax to attn:Jennifer Nash at 404.979.2901. Submission of a signed MOU is required for processing of and disbursement of the grant funds outlined in this agreement.

Current Contact Information:

Mayor Harold Perrin

hperrin@jonesboro.org

870.932.1052

Mayor/CEO

email

Tel:

Danny Kapales

dkapales@jonesboro.org

870.933.4604

Project Manager

email

Tel:

City of Jonesboro, AR

Name of Organization

300 S. Church St. PO Box 1845

Address

Jonesboro, AR 72403-1845

City, State, Zip

Accepted and Agreed To:

Mayor/CEO

Harold Perrin, Mayor

Printed Name

Date: _____

Attested by City Clerk Donna Jackson

Points of Light Signature

Date: _____

Printed Name