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**CHARITY PARTICIPATION AGREEMENT**

The success of the Charity Home Tour is based upon establishing a productive working relationship between the Charity Tour Board and each charity. The foundation of this relationship is based on timely communication, responsiveness and teamwork. The Charity Home Tour Board takes pride in volunteering hundreds of hours to raise money for our participating charities!

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agrees to fulfill the following responsibilities as a participating charity:

1. Your Executive Director or Board Chairman will serve as the **Charity Representative**.

The **Charity Representative** will be responsible for:

1. Attending the kick-off meeting in December at which time a signed Participation Agreement and a list of your 7 Key Volunteers should be submitted.
2. Ensuring that your 7 Key Volunteers receive a copy of this agreement and training calendar.

1. Assuring attendance of your 7 Key Volunteers at scheduled workshops and/or meetings.
2. Each charity must solicit a minimum of $7,000 from Sponsors. The prospect list provided by the tour must be fully solicited.

The success of this community fundraising effort is based on everyone participating equally in their efforts. In order to ensure that all charities contribute in a fair and equitable manner, the $7K amount is the minimum to qualify for the full base distribution amount. **After the charity has reached its minimum they need to continue to solicit every lead on their list.**

A representative of the Board will work closely with the two (2) charity solicitors to provide leads and support. The charity is responsible to make the calls, follow-up and secure the donations.

1. Ensuring recruitment of needed hostesses and traffic volunteers for the duration of the tour. Generally, **80-100** individuals are needed, each working a 4 hour shift. Your 7 Key Volunteers are **not** to be included in this number.
2. Managing any personnel matters relative to non-performing volunteers. If such issues exist, it is expected that the matter be resolved in a constructive manner to preserve that volunteer or find a suitable replacement.
3. Attending the “distribution of funds” event next November.

2. Recruit 7 responsible Key Volunteers who will:

1. Attend all required training sessions, meetings and home visits.
2. Read all materials pertinent to their respective job especially Roles and Responsibilities.
3. Demonstrate computer proficiency.
4. Comply with all deadlines.
5. Promptly respond to all RSVP notices and return all phone calls and emails.
6. Bonus Pool: The Charity Home Tour wishes to acknowledge those charities that excel in the execution of their duties. A bonus pool of 20% of the net proceeds will be distributed to the charities based on their performance as defined in the Charity Review Process document.

In the spirit of this “Participation” Agreement, we acknowledge and agree to honor the terms and conditions.

Authorized Charity Representative SML Charity Tour Executive

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Signature Executive Chair

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised 8/25/18 CC