**A logo for a charity home tour

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**CHARITY PARTICIPATION AGREEMENT**

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

As one of eight participating charities in the 2025 SMLCHT, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert Charity Name) hereby agrees to fulfill the following responsibilities:

1. Submit a list of 6 Key Volunteers to the SMLCHT Board (Charity Team Leader/Home Admin Lead, Sponsorship Lead, Volunteer Recruitment Lead, Tickets Lead, and Traffic Lead and Co-Lead; see “*Key Volunteer Roles and Responsibilities”*).
2. Ensure the Key Volunteers:
   1. Read, understand, and are willing to perform all duties pertinent to their area of responsibility.
   2. Attend all required workshops, meetings, and home visits pertinent to their roles.
   3. Promptly respond to all requests for information, emails, and calls.
   4. Are computer proficient.
   5. Comply with all deadlines.
3. Attend the SMLCHT’s Charity Kick-Off event (at which time you will sign this Participation Agreement and submit the list of 6 Key Volunteers).
4. Solicit Tour sponsorships:
   1. Each charity must secure a minimum of $8,000 from Sponsors. An initial prospect list will be provided by the tour and must be fully solicited. This is an **INITIAL** list, charities can and should add sponsors to their list.
   2. **After the charity has reached the minimum amount, they need to continue to solicit every lead on their list.**
   3. The success of this community fundraising effort is based on everyone participating fully in their efforts. Each charity that raises more than the $8,000 minimum will be eligible to participate in the Bonus Pool and receive additional funds.
   4. **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 sponsor dollars secured.
5. Ensure sufficient numbers of home and traffic volunteers are recruited for the duration of Tour Weekend. *Note: Approximately 75-80 4-hour shifts are typically needed; individuals often work multiple shifts over the weekend.*
6. Manage any personnel matters relative to non-performing Key Volunteers. If such issues exist, it is expected that the matter be resolved in a constructive way. If necessary, you may need to find a suitable replacement.
7. Attend the SMLCHT’s “distribution of funds” event, which is typically held in November after the Tour.

In consideration of the opportunity to receive a share of the monies raised during the 2025 SML Charity Home Tour, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert Charity Name) hereby acknowledges and agrees to honor the terms and conditions set forth above.

Charity Team Leader SML Charity Home Tour

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Signature Signature

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