



Volunteer Incentive Program

**Donor Contract  
Fall 2017 – Spring 2018**

**501 C-3 Tax Id: 81-527045**

Donor Name: \_\_\_\_\_ Donor Contact: \_\_\_\_\_ Position

\_\_\_\_\_ Signature of Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Email:

\_\_\_\_\_ Phone: \_\_\_\_\_ Donation Amount:

\_\_\_\_\_ Designated (y or n) \_\_\_\_\_ (undesigned donations go into

General Fund) Designated Organization: \_\_\_\_\_ Organization Contact:

\_\_\_\_\_ School Year of Designated Use \_\_\_\_\_ (Calendar Year if not a school

organization) Email: \_\_\_\_\_ Phone: \_\_\_\_\_

***If the Donor wishes to support more than one Organization and/or the General Fund, please fill out separate Donor Contracts as applicable for the General Fund and/or for each designation.***

VIP appreciates your donation and shall facilitate the distribution of those funds under the following guidelines:

1. Any Student team or club (Organization) within the San Juan County can participate in the program. Students are defined as being between 6 and 18 years of age. The Organization does not have to be associated with a school but can be any youth organization.
2. Funding will be paid to an Organization at a rate of \$8 per Student per hour of volunteer time.
3. Money designated by Donors to go to specific Organizations shall be accounted for separately from General Fund money. Compensation for volunteer activities by an Organization shall be funded first by designations, and when those funds are exhausted, by General Fund money.
4. General Fund money shall be available on a first come first serve basis, with 50% of total allocated to the fall and another 50% for the spring. A max of \$500 per school year will be donated to any individual team or

club out of the General Fund.

5. 100% of designated money will go to the Organization, assuming they fulfill the volunteer requirements. Any remaining designated money that is not earned by the Organization in a school year will go into the General Fund for the next year. The General Fund money will be allocated per Paragraph 5 above. VIP agrees to administer the funds as designated on a best efforts basis.

6. A limited amount of General Fund monies will be used to provide accounting and other administrative services.

7. By February 15<sup>th</sup> of the year following any donation, VIP shall provide the Donor with a receipt confirmation for taxes and an accounting of all donations made by the Donor during the past calendar year. (VIP's 501-C3 number is 81-5270454) Said statement shall include but not be limited to:

- a. Designated Donation Amount(s)
- b. Designated Organization(s)
- c. Activity of Organization
- d. Designated money awarded the Organization
- e. General Fund Donation Amount
- f. Total Donation Amount

Does VIP have permission to publish Donor's name and logo to our Current Year Donor List on our website? (yes or no):

YES

NO