

The Banks Foundation, Inc.
Sponsorship Policy for the
Sponsorships & Strategic Partnerships Program
Effective 10.20.2025

I. Purpose

We work with organizations with programs in the areas of career readiness, reading, math, writing, academic empowerment, and science to empower families to reach their full potential. The Banks Foundation, Inc.'s board chooses potential organizations for the program based on several factors. Some of those factors include:

- 1) if the organization is doing sustainable and effective work in its community;
- 2) if the organization has compatible goals with The Banks Foundation, Inc.; and
- 3) if the organization has a desire to spread love in its community and empower others through education.

This Sponsorship Policy sets forth specific guidelines for organizations taking part in the Sponsorships & Strategic Partnerships Program of The Banks Foundation, Inc. (hereinafter referred to as “The Foundation”).

II. Guidelines for Sponsorship

For the purposes of this Sponsorship Policy, a Member is defined as a qualifying organization authorized to receive grants from The Foundation and who has agreed to work with The Foundation. 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. To take part in the program, applicants must be in good standing with the Internal Revenue Service as decided by the Internal Revenue Service database. If this information cannot be decided 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. The Foundation will not *intentionally* distribute contact information to outside third parties.

Members also agree to allow The Foundation to show 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 an official board approved Welcome Letter.

C. Program Acceptance & Welcome Letter

If 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. Funds may not be rolled over from year to year. They are use or lose.

D. Use of Members' 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 our support of the Member's specific programs.

The Foundation agrees to not *intentionally* use the Member's materials outside of the uses allowed 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, Matching Grants, and Other Grants. The Member can choose which grants or combination of grants it wants for the calendar year in which it has qualifying Member status. The total amount disbursed to the Member is based on their Welcome Letter for each eligible year. **Grant applications are due within six months of the event and must be postmarked by October 1 if sent via mail.**

Volunteer Grants are designed to encourage volunteerism for the National Day of Love and Love Awareness Month. For example, the Member can receive a \$500 grant for every 20 hours of volunteer service performed by qualifying volunteers up to the amount in the Welcome Letter. Qualifying activities must be performed during Love Awareness Month (February 15th to the third Saturday in March).

Only qualifying activities are eligible for a grant. Qualifying activities include but are not limited to volunteer activities related to educating children about love, providing resources to the community, or other educational opportunities to those in need. Qualifying activities also include volunteer activities related to food insecurity such as providing food to those in need or volunteering at a food bank, homeless shelter, food distribution center, or similar activity. The total award for each year is outlined in the Member's Welcome Letter.

The Member may also work with another Member of The Foundation to meet the volunteer hour requirement. However, only one Volunteer Grant and one Matching Grant can be received for the same hours.

Volunteers

The Member must properly vet and screen all volunteers. The Foundation is not responsible for volunteers' work performed by or for the Member's volunteers. Work must be performed at the Member's facility or agreed upon volunteer site. The Member agrees to supervise or have a monitoring system to verify the work performed by the volunteer. Volunteers may be employees of the Member.

If the volunteer site is a non-member location, the non-member would not automatically qualify for a grant. The non-member would need to apply separately for a Matching Grant pending general board approval (see Matching Grant section).

Members must keep a log of all volunteer hours performed for their grant. Volunteer hours should be recorded by day, volunteer first and last name, time worked, and simple details of the activity performed.

Matching Grant

Members may apply for a Matching Grant to match the hours of the Volunteer Grant that another Member of The Foundation has as long as those Members worked together at the same event. For example, Member A and Member B host a combined event. Member B received a \$500 grant for 20 volunteer hours. Member A may apply for a matching grant of \$500 for the same hours. Only two organizations can claim grants for the same hours. *See sample Grant Application in Appendix B.*

Essay Contest Grant

These grants were designed to help Members host a National Day of Love Essay Contest at their location. National Day of Love Essay Contests help young writers build confidence and receive feedback on their writing. We encourage the host location to provide adequate support for their writers. The Foundation will sponsor the activity (including awards for the winners) up to the amount of the total award amount in the Member's Welcome Letter. The Foundation will provide a template for certificates to be given to those who take part in the contest. *See added details for the National Day of Love Essay Contest in Appendix A.*

Math & Science Fair Grant

These grants were created to encourage participation in math and science in underrepresented areas and demographics. The Member agrees to host a math and science fair for a minimum of 2 hours to provide activities, public speaking, and student participation. Activities should be conducted to help students gain interest and understanding in math and science. The Member does not have to have activities in both math and science but may choose one or both.

The Member must incorporate some aspects of love into their activity. Whether they give a speech about how love encourages us to give back to others, or if they give gifts to participants, love must be incorporated into the day. Students should leave feeling loved, appreciated, and empowered.

Empowering Through Reading Grant

These grants were created to empower children to develop a love for reading. Members agree to do a book reading at an elementary school, after school program, or other student location and read a book about love. To support the activity, members may provide a picture of them reading the book with only the backs of students' heads or pictures where students cannot be named. Members must mention the National Day of Love and the purpose of this day.

To be completed by a qualified representative of the Member Organization:

- ☐ I am authorized to sign on behalf of my organization.
- ☐ I understand and agree on behalf of my organization to the terms and conditions of this Sponsorship Agreement.

Authorized Representation Name: _____

Title: _____

Name of Organization: _____

Date: _____

Appendix A

National Day of Love® Essay Contest Guidelines

Overview: These contest guidelines help the Member to host a successful essay contest that will empower students to become better writers and walk in love.

- **Announcement:** The Member agrees to announce the essay contest within enough time to allow participants to complete the essay successfully. Announcements should be made via a medium that reaches the intended audience effectively (email, website, text communication, etc.).
- **Sample Writing Prompt Details:** Tell us about a time that you or someone you know acted in love. We show love to others by being patient, kind, honoring others, being slow to anger, keeping and celebrating truth. Love protects, trusts, hopes, and perseveres. What did you do to show love? How did you feel? How did the other person feel? What ways can you show love in the future? You do not have to answer all the questions in your prompt. The purpose of these questions is to help you develop a well thought out response to a time when you or someone else that you know acted in love.
- **Submission:** Essay submissions should be given directly to the Member. The Member agrees to provide written instructions to all eligible participants via email, text, website publication, or other means so that all eligible students can take part fairly. Each participant can send *one* entry for consideration (per essay contest). If more than one submission is entered, only one will be graded for the contest. The Member should decide on a fair way to choose which submission will be entered if more than one is received for a student.
- **Requesting prizes for the Contest:** The Member must request the gifts for the winners via email to Diedre Banks at diedre.m.banks@thebanksfoundationinc.org no less than 45 days before the Member needs them. In the email, please include Amazon links for the prizes and label which link is for which prize. We recommend at least one first place, second place, and third place winner. You may choose to have more prize winners. The total dollar amount of the gifts requested for the winners may not exceed the amount in the Member's Welcome Letter for that year.
- **Suggested Length:** For younger students, we recommend that essays be no longer than 2 hand-printed pages. The Member should decide on an adequate maximum length or word count for students that will provide typed essays.
- **Eligibility:** Students may be eligible based on grade level, school wide inclusion, or some other criteria.
- **Adult Sponsor:** The Member must assign someone who will act as a teacher or club advisor who will help students if they have questions about the essay. For elementary and middle school students, the Adult Sponsor should schedule adequate office hours where students can come in for office hours to receive help with their essays.

- **Language:** Essays should be written in English and represent the child's original work. The child is welcome to write their essay in their native language (if not English), but it must be translated into English for submission.
- **Original Work:** The Adult Sponsor may supply pre-writing activities and proper review, editing, and translation support, but the ideas, content, structure, and style of the actual essay MUST come from the child alone.
- **Winners:** The Member should select judges to review essays and decide winners in an unbiased way. Winning essays may be featured on our website, including a possible student profile and picture of the author. All winners must have a preapproved Photo Release Form on file with The Foundation that allows them to be pictured on our website and a Permissions to Publish Student's Work Consent Form (included at the end of this appendix).
- **Internet Consent Forms:** All submissions must include a SIGNED and completed Photo Release Form and Permissions to Publish Student's Work Consent Form to allow The Foundation to post a picture of the winner on its website or other social media and a copy of the winner's essay.
- **Prizes:** Prizes requested for essay winners MUST be provided to winners in a timely manner.
- **Recognition:** The Member agrees to email The Foundation with all pictures of the winners, the essay writings of the winners, and the first and last names of all winners within 45 days of the completion of the contest.
- **Suggested Evaluation Criteria:** Each submission is read by at least two reviewers. The reviewers should use a 5-point system. Reviewers may give either ½ or 1 full point for each item below. Essays that do not address the prompt should not be considered for the contest. Essays will be evaluated using the following criteria:
 - **Writing Prompt**—The essay effectively takes the prompt into account.
 - **Focus**—The main message is clear and supported throughout.
 - **Organization & Structure**—The essay is organized and well-structured. The child shows good use of grammar, spelling, and mechanics.
 - **Voice/Originality**—The essay uses an engaging style. It is obvious that the student wrote it and it was not written by an adult. The author finds fresh or interesting ways to convey ideas. The author approaches the topic from a unique perspective.
 - **Reflection** — The essay shows that the student provided proper evidence of his or her understanding of the prompt and its importance.

THE BANKS FOUNDATION INC. PHOTO RELEASE FORM

I hereby grant The Banks Foundation, Inc. permission to use my likeness in a photograph, video, or other digital media (“photo”) in any and all of its publications, including web-based publications, without payment or other consideration.

I understand and agree that all photos will become the property of the Banks Foundation, Inc. and will not be returned.

I hereby irrevocably authorize The Banks Foundation, Inc. to edit, alter, copy, exhibit, publish, or distribute these photos for any lawful purpose. In addition, I waive any right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photo.

I hereby hold harmless, release, and forever discharge The Banks Foundation, Inc. from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I HAVE READ AND UNDERSTAND THE ABOVE PHOTO RELEASE. I AFFIRM THAT I AM AT LEAST 18 YEARS OF AGE, OR, IF I AM UNDER 18 YEARS OF AGE, I HAVE OBTAINED THE REQUIRED CONSENT OF MY PARENT/GUARDIAN AS EVIDENCED BY THEIR SIGNATURE BELOW. I ACCEPT:

Print Student’s Name

Signature

Date

Print Legal Guardian’s Name

Signature

Date

Permissions to Publish Student's Work Consent Form

Student Name: _____

Student Signature: _____

Organization Name: _____

Parent Name (if under 18): _____

Parent Signature (if under 18): _____

PERMISSION TO PUBLISH ON THE INTERNET

I give The Banks Foundation, Inc. the right to use the following student material for _____ (print fist name and last name) for inclusion on the internet and on (but not limited to) The Banks Foundation, Inc.'s and affiliates website. I hereby irrevocably authorize The Banks Foundation, Inc. to edit, alter, copy, exhibit, publish, or distribute these photos for any lawful purpose. In addition, I waive any right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photo.

I hereby hold harmless, release, and forever discharge The Banks Foundation, Inc. from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I affirm that I have the legal right to issue such consent. Check both items below to be included in the contest.

_____ First Name & Last Name

_____ Student Work

Appendix B
Grant Application

The Banks Foundation, Inc.

Grant applications are due within six months of the event and must be postmarked by October 1 if sent via mail.

Organization Information

- Name of Organization:

- Mailing Address for Payment Purposes or Website Link to Make Electronic Payment:

- Contact Person First & Last Name:

- Contact Email:

- Contact Phone Number:

Grant Request Number 1

- Name of Grant & Amount:

- Event Date (include start and end time. Example: March 15, 2025, from 12:00 PM to 4:00 PM):

- Number of Attendants at the Event:

- Total Volunteer Hours:

- List the names of any organizations you partnered with to host the event (use added sheets as necessary):

- Prizes Given Out (for essay contest only). Please include the first and last name of gift recipients and a description of the item:

Grant Request Number 2

- Name of Grant and Amount:

- Event Date (include start and end time. Example: March 15, 2025, from 12:00 PM to 4:00 PM):

- Number of Attendants at the Event:

- Total Volunteer Hours and Number of Volunteers:

- List the names of any organizations you partnered with to host the event:

Authorized Representative Signature

- Authorized Representative Name:

- Title:

- Signature:

- Date:
