

Helena Vigilante Runners, Inc.

3/5/2016

Independent Organization:

Helena Vigilante Runners, Inc.

III. Application and Agreement. By signing the Application and Agreement, each Independent non-profit agrees to::

A) Certify that it meets the eligibility requirements in section II located in the guidelines for the application.

B) Indemnify the state, its officials, agents and employees as required in the Application and Agreement.

C) The Department of Administration's selection of a Financial Services Coordinator and a Program Coordinator to act on your behalf and to be paid by each non-profit and federation as described in paragraph 5 of the Application and Agreement.

IV. Approval to Participate and Appeals::

A) The Campaign Advisory Council reviews all applications.

B) On the request of the Department of Administration and/or recommendations of the council, a non-profit organization must provide documentation to substantiate any of the above items certified by the non-profit.

C) The council recommends approval or denial to the Department of Administration. Applicants are notified of the outcome by regular or electronic mail.

D) Applicants may appeal denial in writing within 10 working days to the Department of Administration at the same address used for applications. A decision on the appeal will be made within 10 working days.

E) Approval for prior campaigns does not guarantee future eligibility.

F) No organization or program may be listed more than once in the campaign materials. For example, if a program is listed under a Human Resources Development Council, it may not be listed under a United Way.

V. Conduct of the Campaign:

A) Volunteer state employees conduct the campaign. Direct contact by organizations with employees is regulated to minimize workplace disruption and ensure equal access. Non-profits may post materials on public bulletin boards indicating that state employees may donate through the campaign. Removing other organizations' materials will result in disqualification.

B) Non-profits may be asked to help with training, campaign promotion or other events.

C) The campaign produces a single Giving Guide with information about all participating organizations and a single pledge form. Non-profits may not distribute their own fundraising materials in the workplace.

D) The Campaign Advisory Council sends thank-you letters to donors listing the non-profit organization and amount pledged/donated to that organization.

E) Employees may indicate on the pledge form whether or not they want contributors notified of their gift.

F) The campaign will not, without clear permission from the state employee, disclose his or her name, address, designation or any other information related to the campaign.

G) Have a physical Montana address, or participated in the SECGC prior to 2016.

VI. Financial Information :

A) The application fee for the 2016 campaign is \$40 per non-profit. This fee must be submitted with the application and is not refundable.

B) State employees may designate contributions to your non-profit. Undesignated contributions, campaign expenses and uncollectible pledges are allocated among all participants based on a percentage share of gross campaign receipts.

C) The Financial Services Coordinator will make all distributions using direct deposit (electronic fund transfer) to the organization's financial account. The appropriate authorizing forms are a part of and must be submitted with the Application and Agreement.

D) The Financial Services Coordinator will pay all designated cash contributions by May 1, of the year following the official end of the campaign, less participants' share of projected expenses at that time. If May 1 falls on a weekend, the payment will be made on the prior business day.

E) The Financial Services Coordinator will distribute all other payroll deduction contributions, less participants' share of projected expenses, no later than May 1, August 1 and November 1. The final quarterly payment will be distributed, less uncollectible and final expenses, within 10 working days following the campaign audit, but no later than April 1. The Financial Services Coordinator will send out a report on final distribution of campaign revenues and expenses.

VII. Department of Administration :

A) The Department of Administration is the final authority in the interpretation of any rules, policy, contracts, eligibility and any other matters relating to the State Employees' Charitable Giving Campaign.

B) Alternative accessible formats of this document are available on request. Persons who need an alternative format of this document or who require some other reasonable accommodation in order to participate in this process may contact the campaign at:

Phone: (406) 444-3871

Fax: (406) 444-0703

TTY Relay Service: 711

Internet: <http://hr.mt.gov/hrpp/programsadministered.mcpXline>

VIII. Other Contacts:

The Campaign Advisory Council and the many generous campaign volunteers welcome and encourage the broadest participation possible in the campaign. If you have any questions about the campaign, eligibility, the application process or suggestions to improve the campaign, we welcome your calls or emails. Feel free to contact:

Mike Manion, Chair 406-444-3310, email mmanion@mt.gov

Jessica Tate, Program Coordinator 406-442-4360, email: jessica@unitedwaylca.org

IMPORTANT!:

Complete applications must be received by 4:30 p.m., May 13, 2016. Applications received after May 13, 2016 may be denied.

Please return all application materials by the May 13, 4:30 p.m. deadline:

Through the online Submittable Portal

If you have questions or need assistance please email Jessica@unitedwaylca.org

Thank you.

Federation's Name :

n/a

Non-Profit Organizations Name:

Helena Vigilante Runners, Inc.

Organization Legal name, if different. Provide ABN or DBA authorization.:

n/a

SECGC Number:

5085

Organization Mailing Address:

PO Box 663

City, State Zip:

Helena, MT 59624

Organization's Phone Number:

406-459-5838

Organization's Email:

pljudge@bresnan.net

Website Address::

vigilanterunning.org

Contact Person Name::

Patrick Judge

Contact Address :

PO Box 663

City:

Helena

State:

MT

Zip Code:

59624

Contact Phone Numer:

406-459-5838

Contact Email:

pljudge@bresnan.net

Description for the 2016 SECGC donor guide. :

Promotes health, fitness, and community through group training runs, races, and other events in the greater Helena area; supports runners of all ages and abilities.

Required Check List for Independent Application:

IRS Letter verifying 501 (c)3, Sec of State- Information Page - "Active Status" &

"Last AR Filed", Application Fee Submitted with Application, ACH is accurate or a new form is submitted

Name of Person Binding this Agreement:

Patrick L. Judge