



(http://www.w.s.ub.mitt.abl.e.co.m/h.om.e) DISCOVER (/BETA/DISCOVER) SAVED (/BETA/SAVED) FOLLOWING (/BETA/FOLLOWING) SUBMISSIONS (/USER/SUBMISSIONS)



Helena Vigilante Runners, Inc.

Submitted to **SECGC - 2018 SECGC Independent Application - due May 31** (<https://secgc.submittable.com/submit/110655/2018-secgc-independent-application-due-may-31>) on 5/18/2018 (29 seconds ago)

Download (/user/downloadform/db31fa8c-8b86-4d89-92d9-66db59177375) | Edit | Withdraw

ACTIVITY & MESSAGES

CONTENT

IMPORTANT!

Complete applications must be received via this submittable site by 4:30 p.m., May 31, 2018. Applications received after May 31, 2018 will be denied.

To finish this application, you must scroll all the way to the bottom, "sign the application," and hit Submit.

Thank you.
SECGC Coordinator

SECGC Number

5085

Your Non-Profit Organizations Name

Helena Vigilante Runners, Inc.

Federation Name

Independent Organization

Federation Type

Independent

Organizational Email

hvr@vigilanterunning.org (mailto:hvr@vigilanterunning.org)

Contact Person Name:

Patrick Judge

Contact Person's Phone Number

406-459-5838

Organization's Phone Number

406-459-5838

Organization's FAX Number

n/a

Contact Person Email

pljudge@bresnan.net (mailto:pljudge@bresnan.net)

Organization Mailing Address

PO Box 663

City

Helena

State

MT

Zip

59624

Organization's Web Site Address:

(<http://www.vigilanterunning.org>)

<http://www.vigilanterunning.org> (<http://www.vigilanterunning.org>)

Organization's Federal EIN Number

27-0152585

Account Type for ACH Authorization

Checking

Bank Name

Valley Bank of Helena

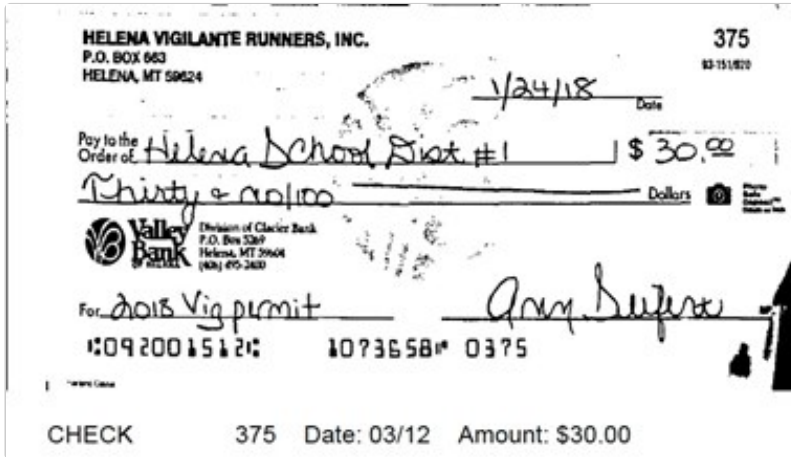
Routing/ABA Number

092001512

Account Number

1073658

Please upload a copy of a deposit slip or voided check



Authorized Signature

Patrick Judge

Organization's 25 word description for the SECGC donor Giving 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.

Secretary of State information page



HVR_Annual_Report_2018.pdf (/file/download/80...

How were you notified about the opening of the 2018 application window?

Email from the campaign coordinator

I. General Information.

This campaign is the only authorized charitable solicitation of state employees in the workplace. Through the campaign, state employees donate to a wide variety of non-profits using payroll deduction, credit or debit cards, checks or cash.

The campaign is administered by the Department of Administration with the assistance of a Governor-appointed advisory council of volunteer state employees, a Financial Services Coordinator, a Program Coordinator, and representatives of federation and independent participants.

II. Eligibility Requirements

To apply for the State Employee Charitable Giving Campaign, each non-profit must adhere to the following requirements:

- A) Each non-profit must be, or be a program directly managed by, an organization that has tax exempt status granted by the IRS under 26 USC 501(c)(3) or has such status granted by an act of Congress.
- B) Be in compliance with all federal, state and local laws and ordinances.
- C) Account for its funds in accordance with generally accepted accounting principles (GAAP)
- D) Have a physical MT address. If you were included in our campaigns prior to 2017 that is not required; you are grandfathered into the campaign.
- E) Be directed by an active and responsible governing body whose members have no material conflict of interest and a majority of whom serve without compensation.
- F) Conduct publicity and promotional activities based on its actual programs and operations, are truthful and non-deceptive, include all material facts and make no exaggerated or misleading claims.

G) Use the funds contributed by state employees for its purposes described in campaign materials.

H) Have a policy and procedure of nondiscrimination in regard to race, color, religion, national origin, disability, age, marital status, or sex for the purpose of service, employment, membership, or leadership.

I) Not share or sell names or addresses of state employee donors to anyone.

J) Not solicit state employees for donations outside of the SECGC campaign.

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.

VI. Financial Information

A) The application fee 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 Employee 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.mcp>\

(<http://hr.mt.gov/hrpp/programsadministered.mcp>)

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
(<mailto:mmanion@mt.gov>)

United Way, Program Coordinator 406-442-4360, email:info@unitedwaylca.org
(<mailto:info@unitedwaylca.org>) use SUBJECT: SECGC

Name of Person Binding this Agreement

Patrick Judge

NEW Track your submissions & find new opportunities on your mobile device. Check out the Submittable

App



(<https://itunes.apple.com/us/app/submittable/id1183138430>)



NEW

Submittable App (<https://play.google.com/store/apps/details?id=com.submittable.submittableapp>)

More ▾