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Received

Helena Vigilante Runners, Inc.

Submitted to **SECGC - State Employees Charitable Giving Campaign (https://charitablegiving.mt.gov) - 2021 SECGC Independent Application - Due May 31 (https://secgc.submittable.com/submit/188043/2021-secgc-independent-application-due-may-31)** on 03/10/2021 (a few seconds ago)

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IMPORTANT!

Complete applications must be received via this Submittable site by 5:00 p.m., May 31st, 2021. Applications received after May 31, 2021 will be denied.

Please proof read all information entered before submitting. The SECGC Coordinator and Advisory Council is not responsible for editing and correcting your information. It will be printed exactly as submitted.

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

Non-Profit Organization Name

Helena Vigilante Runners, Inc.

Federation Name

Independent Organization

Federation Type

Independent

Taxonomy Code(s)

N - Recreation & Sports

Non-profit's Mailing Address

PO Box 663

City

Helena

State

MT

Zip

59624

Non-profit's Phone Number

406-459-5838

Non-profit's Email

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

Non-profit's Website Address:

(http://www.vigilanterunning.org)

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

Non-profit's Federal EIN Number

27-0152585

Contact Person Name:

Patrick Judge

Account Type for ACH Authorization

Checking

Bank Name

Valley Bank of Helena

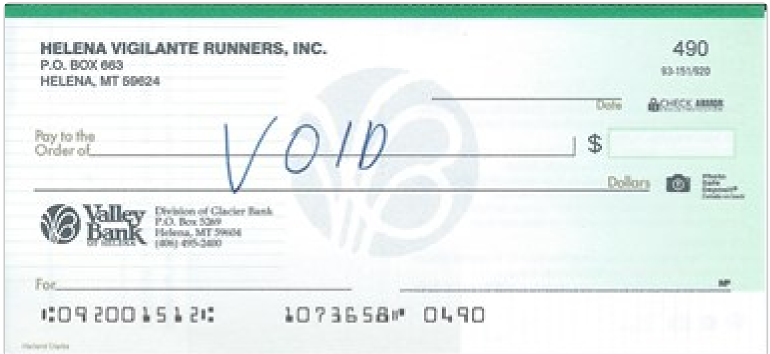
Routing/ABA Number

092001512

Account Number

1073658

Please upload a copy of a deposit slip or voided check



Authorized Signature for ACH

Patrick Judge

Maximum 25 word description of the non-profit

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.

Upload your Secretary of State information page

HVR_SOS_Certification_Letter_2021.pdf (/file/do...

How were you notified about the opening of the 2021 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 other than a registered agent. 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) Publicity and promotional activities must be based on actual programs and operations, be 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 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 email.

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 as well.

V. Conduct of the Campaign

A) Volunteer state employees conduct the campaign in conjunction with a paid Program and Financial Services Coordinator. Direct contact by non-profits with employees is regulated to minimize workplace disruption and ensure equal access. Non-profits may post materials on public bulletin boards around state complexes 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. This acts as a tax receipt as well.

E) Employees may indicate on the pledge form whether or not they want their information released to the non-profits that they have chosen to donate to.

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.

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 next 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

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)

Bill Crane, Montana Shares, Program and Fiscal Services Coordinator 406-442-2218, email bill@montanashares.org (mailto:bill@montanashares.org)

Name of Person Binding this Agreement

Patrick Judge