

## FREQUENTLY ASKED QUESTIONS

### **General Information on Affiliate Membership**

#### **How do I join?**

Send an inquiry email to [membership@handsonnetwork.org](mailto:membership@handsonnetwork.org) to schedule an initial conversation about HandsOn Network Affiliate membership. Post-call, complete this application and email it to [membership@handsonnetwork.org](mailto:membership@handsonnetwork.org) with the subject line: "Affiliate Membership Application."

#### **When will I be expected to meet requirements, and how will that be assessed?**

You will become a member in good standing as soon as the review process is completed, membership dues are received, receipt of signed membership agreement and orientation webinars are completed.

Upon successful review:

- You will be immediately invoiced for the membership dues as determined below
- You will be sent a membership agreement to sign
- For the Annual Affiliate Report (AAR)
  - If you become an Affiliate during the October cycle, you will NOT be expected to complete the Annual Affiliate Report in the coming year (approximately 2 months after you join)
  - If you become an Affiliate during the April cycle, you WILL be expected to complete the Annual Affiliate Report in the coming year (approximately 8 months after you join)

#### **What are the dues for new Affiliate Members?**

##### **2013-14 Dues**

<b>Budget</b>	<b>\$2,500,000+</b>	<b>\$1,000,000- \$2,500,000</b>	<b>\$600,001- \$999,999</b>	<b>\$400,001- \$600,000</b>	<b>\$0 - \$400,000</b>
<b>Dues</b>	\$8,000	\$5,000	\$3,000	\$2,000	\$1,000

#### Programs Internal to Another Entity

For programs internal to a larger entity, your program financial statement (which must include staff expenses) will be multiplied by an indirect cost rate of 20% to generate a figure more comparable with independent organization revenue on which your dues will be based. This will allow programs and organizations to be assessed in a more equitable manner, since both types of entities are assessed using the same dues matrix.

For example: HandsOn Internal Program reports an annual budget of \$62,000. To calculate the figure at which dues would be assessed, HandsOn Internal Program would multiply \$62,000 by 20% to equal \$12,400.

HandsOn Internal Program's dues would be assessed at \$74,400, so Affiliate membership dues would come to \$500 for that year.

If you feel a 20% indirect cost rate inaccurately represents your situation, you may propose an alternative indirect cost rate utilizing federal guidelines during the annual renewal period.

### **Will the benefits and requirements be changed in the future?**

We regularly review and assess the benefits provided to HandsOn Network Affiliates collaboratively with the Network. The benefits of membership will be communicated in writing to each Affiliate yearly.

### ***General Information on Benefits of Affiliate Membership***

#### **What does *Protected Market* mean?**

In the interest of promoting Affiliate sustainability and local collaboration in general, HandsOn Network will not approve applications from new Affiliates in a community already served by a HandsOn Network Affiliate in good standing.

### **How can I access training resources, such as *toolkits, best practice documents and webinars*?**

Upon approval of your membership application and receipt of your Affiliate Membership Dues, you will be provided with a login to the Affiliate Member Center, where you can access these documents and other information about upcoming Affiliate opportunities and trainings for as long as you remain a member in good standing.

### **What is an *Affiliate Gathering*?**

**Affiliate Gatherings** provide Affiliates a space to learn, meet, network and share best practices. Content is developed for Affiliates by Affiliates with support of the HandsOn Network Staff. Affiliate Gatherings are designed to be smaller more intimate gatherings than national Conference and allow for more intentional Affiliate-focused content. Together with Affiliate Gatherings, we offer Boot Camps or Immersion Learnings.

**Boot camps/Immersion Learnings** are 1-day sessions organized and facilitated by "master" HandsOn Affiliate trainers from across the Network. The goal is to equip participants with the knowledge, tools and support to activate key HandsOn programs in their communities.

### **How can I get connected with local project management opportunities for HandsOn Network corporate partners?**

If a corporate partner seeking support for a project in your area approaches HandsOn Network, your Affiliate will be contacted to determine your interest in pursuing the opportunity. Alternatively, if a corporate partner you work with wishes to connect with other Affiliates for multiple-market project management support, please let us know.

### **What learning opportunities can I access?**

Webinars and other learning opportunities currently available to Affiliates are posted in the weekly Affiliate Newsletter. Learning opportunities correlating to membership will be available on an ongoing basis throughout the fiscal year. We will continue to survey the Affiliate community to ensure we are providing opportunities most relevant to your needs.

#### ***General Information on Affiliate Requirements***

### **What are the parameters around “create or collaborate” satisfying requirements related to Signature Events?**

Create: Affiliate is in a leadership or coordinating role presenting the event

Collaborate: Affiliate is in partnership with another organization(s) leading the coordination of the event. Affiliate provides some form of additional expertise around volunteer engagement/training/coordination or other resource support toward the successful execution of the event. The Affiliate will, at a minimum, play a role in promotion of the event to general volunteers.

### **Are membership dues separate from fees paid for HandsOn Connect?**

HandsOn Connect is the next-generation volunteer management solution from Points of Light and HandsOn Network. It's a full lifecycle volunteer management platform that expands your capability to manage, track and report on people, programs, trainings and volunteer opportunities in real time. More information here: <http://www.handsonconnect.org/>.

Yes, however in order to access benefits and remain a member in good standing, you must be current on *all* dues, fees, grant payments, or other funds owed to HandsOn Network

### **When might the dues change?**

Any adjustments in the dues schedule will be provided six months in advance of changes taking effect. It is our goal that revenue to HandsOn Network will equal one percent (1%) of collective Affiliate budgets.