



August 20, 2013

Community Leaders,

HandsOn Network, an enterprise of Points of Light, is the largest network of volunteer action centers in the world. 250 centers span 16 countries and engage millions of people in volunteer opportunities in local communities each year. Together, we focus on innovative approaches to leveraging individual and corporate time and talent to solve community challenges. To achieve deep impact, we partner with more than 70,000 corporate, faith and nonprofit organizations to manage volunteer resources and develop the leadership capacity of volunteers. Annually, the network delivers 260,000 service projects representing approximately 30 million hours of volunteer service valued at \$626 million.

It is with great excitement that we launch our new Affiliate application process in order to grow and strengthen our work across the globe. Interested organizations are required to submit the attached application and complete three webinars. Each year, HandsOn Network will review applications in two cycles. The next three deadlines are September 20, 2013, February 14, 2014 and August 15, 2014.

Please find enclosed more information on becoming a HandsOn Network Affiliate. Questions can be directed to [membership@handsonnetwork.org](mailto:membership@handsonnetwork.org).

We look forward to connecting your great work to the mission and vision of HandsOn Network.

In Service,

*Emily Gilliland*

Executive Director  
HandsOn Network

# ***Affiliate Application***

**Please return your completed application materials by email to:**

HandsOn Network

Email: [membership@handsonnetwork.org](mailto:membership@handsonnetwork.org)



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## INTRODUCTION

### Points of Light

Points of Light is one of the leading volunteering and service organizations in the world. We connect people to their power to make a meaningful difference in their communities by providing access to tools, resources and opportunities that help 21st century volunteers use all of their assets – their time, talent, voice and money – to meet the critical needs of our time.

#### Our Vision

We envision a world in which everyone has discovered their power to make a difference, creating healthy communities in vibrant, participatory societies.

#### Our Mission

Our mission is to inspire, equip and mobilize people to take action that changes the world.

#### Our Brand Promise

We put people at the center of change and connect them to their power to make a difference.

#### Our Values

- People drive change – People can make all of the difference
- Passion overcomes obstacles – Passion and boldness transform
- Service bridges and bonds – Working together in service to others brings people together
- Innovation drives results – Reimagining possibilities creates impact
- Servant leadership transforms – Humility and grace can change our world

#### Our Aspirations

Everyone everywhere has the potential to make a difference; to make their community and the larger world better – healthier, greener, more prosperous and equitable, better informed and educated, less vulnerable to disasters, and more civil and hospitable. By 2015, we will ensure that every man, woman and child in the U.S. – and a growing number around the world – has access to the training, tools, resources and opportunities necessary to realize that potential.

As a result, we'll help the people we serve make use of the full range of their assets – their time, talent, money and voice – to make real improvements in the civic health and social conditions in their communities. By 2030, as part of a larger movement, we will drive a dramatic increase in volunteering and service in America – from 60 million to 100 million people annually – and **across the globe**.

#### Our Goals

By 2015, we aim to:

- **Reach 50,000,000 people annually** to raise their awareness and inspire them to make a difference
- **Provide people with access to 1,000,000 projects and other opportunities to learn new skills and engage in work** to improve their communities
- **Mobilize 10,000,000 people each year** to use their time, talent, money and voice to create community change

Today, Points of Light mobilizes more than three million volunteers who are providing 30 million hours of service to their communities each year, valued at \$626 million in human capital.

We are organized to pursue our mission through four externally facing business units:



- **HandsOn Network** – Our network of 250 Action Centers in 16 countries
- **GenerationOn** – The youth service movement igniting the power of kids to make their mark on the world
- **Points of Light Corporate Institute** – A leading body of companies engaging their employees and customers in service
- **AmeriCorps Alums** – Our service alumni network in the United States that activates the next generation of service leaders

We are innovating, incubating and activating new ideas that harness the power of citizen action through our Civic Incubator. And, we are continually working with strategic partners to foster a more pervasive culture of service around the world and more supportive public policy environments.

## HandsOn Network

HandsOn Network, the volunteer-focused arm of Points of Light, is the largest volunteer network in the world and includes 250 HandsOn Action Centers in 16 countries.

Each of our Action Centers shares our mission to **inspire, equip** and **mobilize** people to take action that changes the world. Perhaps more than any other organization in the world, we are mobilizing “boots on the ground” – actively engaged citizens who are committedly impacting their communities on an ongoing basis. And, we are continually deepening the ways in which we build connections with these volunteers and enable the impact of their time, talent, voice and financial giving.

Our Action Centers and the civic entrepreneurs who lead them are first and foremost cultivators of ecosystems of change – working closely with volunteers, nonprofit leaders and corporations to harness and unleash the power of service.

## MOTIVATION AND INTENT

We would like to better understand who you are, why you are interested in joining HandsOn Network, the value you perceive in our network and how the network would benefit from your affiliation.

We are committed to growing HandsOn Network through innovative, sustainable organizations that are committed to making a real difference in their communities through direct service, leadership development and meaningful impact on issues.

HandsOn Network Affiliates share a common mission to inspire, equip and mobilize people to take action that changes the world. All are committed to putting people at the center of change and to practicing the following key tenets as part of their approach. ***We expect our Affiliates to uphold these core tenants (or values):***

### 1. PROVIDING A STARTING POINT

HandsOn Network Affiliates offer a place for individuals to begin their journey to make a difference and become effective volunteers, making it simple for them to choose from a variety of projects that connect community needs with their time and interests.

### 2. STRUCTURING MEANINGFUL EXPERIENCES

Affiliates work in partnership with local organizations to create HandsOn service projects that are fun, well managed and produce tangible benefits in communities. All invest in the volunteers' entire service experience.

### 3. JOINING TOGETHER TO MAKE A DIFFERENCE

HandsOn Network Affiliates enlist a corps of hundreds and thousands of volunteers who join forces to address community needs. Affiliates mobilize individuals to work together, creating camaraderie and momentum for continued action. Affiliates also work closely with local nonprofit partners, schools, churches, cities and corporations to expand opportunities for volunteer impact; growing the capacity for volunteering and service.

### 4. EQUIPPING CITIZEN LEADERS

HandsOn Network Affiliates cultivate and train volunteers to lead other volunteers – creating enormous capacity and unleashing powerful civic change. Affiliates provide the foundation and tools for individuals to transform their direct service activity into sustained civic action. Igniting compassion and action is a starting point – from there we equip individuals to find deeper means of engagement, including Board participation, community leadership roles, skills-based and *pro bono* volunteering opportunities and ways to utilize voice and philanthropic giving to advance our collective efforts.

The application questions will help us to better understand your organization and some of the motivations behind your intent to join HandsOn Network.

## BASIC MEMBERSHIP REQUIREMENTS

### Organizational Requirements

1. Maintain continued qualification for exemption under Sections 501(c)(3) or 501(c)(4) of the Internal Revenue Code of 1986, as amended (the “Code”); however, Affiliate is not required to maintain a separate 501(c)(3) tax-exempt status, if Affiliate is (a) a tax-exempt governmental entity, (b) a department or program operated under a tax-exempt governmental entity or (c) a program operated under a 501(c)(3) or 501(c)(4) tax-exempt entity.
2. Adopt a mission, values and goals that align with the mission, values and goals of HandsOn Network.
3. Designate a director and/or primary contact to interact with HandsOn Network that is primarily responsible for the continued development of the entity.
4. Cooperate, in good faith, with HandsOn Network to identify a geographic service area (defined by City or County) that is agreeable to applicant, HandsOn Network and HandsOn Network’s current Affiliates.

Please verify that you are in an area not already served by an Affiliate before proceeding with the application. View the current listing of Affiliates at:

[www.handsonnetwork.org/actioncenters/map](http://www.handsonnetwork.org/actioncenters/map).

- a. If you locate an Affiliate within 50 miles of your organization, please contact [membership@handsonnetwork.org](mailto:membership@handsonnetwork.org) to alert us of your interest and for further instructions regarding current protected market restrictions.
  - b. If no Affiliate exists within 50 miles of your organization, please proceed with completing the following application.
5. Pay [annual membership dues](#) within 60 days of invoice.
  6. Completion of Annual Affiliate Report (AAR) – additional resources and guidance for completing the report will be made available in December each year.
  7. Publicize membership in HandsOn Network by including the HandsOn Network logo and associated information on marketing materials, advertising and websites according to the brand guidelines as set forth by HandsOn Network. Electronic versions of the logo, style guide and other marketing materials will be made available to Affiliates through the online member center.

### Program Requirements

8. Maintain an online web presence that at the minimum enables volunteer recruitment, referral, recognition and communication to and tracking of volunteers.
9. Provide an ongoing menu of service opportunities in partnership with a broad diversity of community-based nonprofit agencies and/or schools with specific time and date available to the community at-large.
10. Maintain programming in TWO OR MORE of the HandsOn Network strategic impact areas:
  - a. Economy

- b. Education
  - c. Environment
  - d. Emergency Preparedness
11. Build the capacity for effective volunteering through providing BOTH of the following at least two times each annually:
- a. Training of Volunteer Leaders equipped to lead others in service
  - b. Learning opportunities for nonprofits / volunteer managers / corporate partners on effective practices in volunteer engagement / corporate social responsibility
12. Create an annual initiative, event or program that heightens awareness of volunteering through BOTH:
- a. Recognizing community volunteers (individuals or groups)
  - b. Engaging volunteers in a day of service open to the community established as your geographic service area
13. Create or collaborate on mobilizing volunteers to serve in recognition of at least 3 national days of service. *Note that the events documented can be the same as the one reported above in question 12.*

	Martin Luther King Jr. Day
	National Volunteer Week, Global Youth Service Day, Earth Day
	9/11 Day of Service and Remembrance
	National Disaster Preparedness Month
	Make A Difference Day
	Veterans Day
	Family Volunteer Day

## APPLICATION FORM

Please provide information on your organization and interest in joining HandsOn Network.

1. Organization's Name

2. Organization's Shipping Address

3. Affiliate Structure

Independent 501(c)(3) or equivalent

Internal to another entity (please indicate below)

United Way (dept/div)

Government (Local)

For-profit Company (dept/div)

Government (State)

University/College (dept/div)

Other (please describe):

4. Online Presence (Indicate address/URL where applicable):

- Web site:
- Facebook:
- Blog:
- Twitter:
- YouTube:
- Pinterest:
- Flickr:
- Other:

5. Total Number of Full-time equivalent staff (FTE) in the organization:

For Internal Programs, Total Number of FTE working in the Volunteer Center/program:

## 6. Current Budget of Organization

Independent Organizations, include your total annual budget:

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Internal organizations, include both the total budget for your fiscal agent and your volunteer center/volunteerism budget:

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\*Affiliate Membership Dues are calculated based on your Affiliate budget size. Your Affiliate will receive an invoice for dues upon approval of your application.

## 7. Executive Director/CEO/Volunteer Center Director information

Name			
Title			
Phone 1		Phone 2	
Email			
Hire Date			

## 8. Board Chair

Name	
Title	
Organization	
Phone	
Email	
Term (start and end date)	

## 9. Primary Contact for Hands On Network: (If different than Executive Director/CEO/Volunteer Center Director)

Name	
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Title			
Phone		Fax	
Email			

## 10. Additional Staff:

Name			
Title			
Phone		Fax	
Email			

Name			
Title			
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11. Geographic service area of organization (please indicate both cities and counties):

<p>Cities:</p> <p>Counties:</p>
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12. What is the organization's mission?

13. What are the strategic goals of the organization?

14. What is the founding date of your organization? If internal, please add when the volunteer center programming began.

15. Why do you want to pursue membership with HandsOn Network?

16. Will the organization meet all membership requirements in Year 1 of membership (listed on pages 7 and 8)? If not, which requirements will not be met and what is your goal to meet those in the future?

17. Why do you think the organization would be a good 'fit' for our network?

18. How do you expect that becoming a part of HandsOn Network will help to strengthen your impact in your community?

19. How did you learn about Hands On Network? Have you had experience/contact with other Affiliates of HandsOn Network?

20. Has your organization received funding from Points of Light or HandsOn Network in the last five years? (Please note: Organizations that have received funding in the last five years and who did not fulfill the requirements or whose funding was terminated, are not eligible for HandsOn Network Membership.)

21. Which, if any, areas of technical assistance would be beneficial in helping your organization to develop and implement “HandsOn” activities and program requirements outlined in this application?

22. Are there any other insights or background information not covered above that you would like to share with us?

## INSTRUCTIONS FOR SUBMISSION

Completed applications may be submitted to [membership@handsonnetwork.org](mailto:membership@handsonnetwork.org) with the subject line “*Affiliate Membership Application.*” In addition to this document, you must provide us with additional information regarding your organization.

Please submit all of the following with your email:

- Resume/Curriculum Vitae of Executive Director
- Letter of Recommendation from a community partner
- Letter of Recommendation from a current funder (Individual, corporate or foundation)
- Organization’s 501c3 letter with FEIN #
- Organization’s Articles of Incorporation
- Organization’s most recent Audit or Financial Statement (if an Independent organization), or most recent board approved annual budget which will be signed by your CEO or COO (if internal to another organization).
- Organization’s most recent strategic plan or annual report.

### **What to expect after you submit your application:**

- A HandsOn Network team member will respond to your email within 5 business days and acknowledge receipt of your application, and will respond with a timeline for next steps.
- Your application will be reviewed for any omissions and you will be notified whether we require additional information
- HandsOn Network has TWO review cycles per year. Once in August/September and once in February/March. Your application will be reviewed at the nearest next date that the review cycle begins.
- The review cycle takes 4-6 weeks. Upon completion, you will be notified whether your application has been accepted. HandsOn Network will contact you if any further information is required.
- We will send you more information on how to activate membership benefits and connect you with peers to get you started

### **Calendar**

#### **Fall Start (Full Year\*)**

September 20, 2013	Membership Application Due
October 1, 2013	Provisional Membership Invitations Extended (Full membership begins upon receipt of dues, receipt of signed membership agreement and completion of orientation activities.)
Nov - December	Orientation Activities to be Completed (HandsOn Network Orientation, HandsOn Connect demo, and third webinar of choice)

**Spring Start (Half Year\*)**

February 14, 2014	Membership Application Due
April 1, 2014	Provisional Membership Invitations Extended (Full membership begins upon receipt of dues, receipt of signed membership agreement and completion of orientation activities.)
May - June	Orientation Activities to be Completed (HandsOn Network Orientation, HandsOn Connect demo, and third webinar of choice or Affiliate event)

The next application deadline will be August 15, 2014.

\* The HandsOn Network membership year is October 1 – September 30. Returning Affiliates are invoiced for membership in September of each year.

## 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.