

Requirements of Participation

The following list of requirements for participating as a partner of Spur Local serves to both confirm your partnership with Spur Local, as well as outline the expectations for participation. These expectations are designed to enhance your ability to leverage your honor to the maximum benefit. We value our four-year partnership with you!

MAY – AUGUST: Year One

1. We will designate at least one point of contact (POC) to work with Spur Local on our catalog write-up and wish list. This person will be available to work with the team to edit and approve your write-up (online) between mid May and the end of June. We will provide an emergency contact name/phone number/email if we expect to be away.
2. We will provide Spur Local with 6-8 quality images to be used in either the print catalog and/or website. We will look for an email from Spur Local's editor for more information on this requirement.
3. Our Executive Director or main POC with the Spur Local, will attend (virtually) the Spur Local Orientation Workshop.
4. We will set up an organizational PayPal account (if we don't already have one) and provide Spur Local with the email address associated with that organizational account, so that Spur Local can electronically transfer to us funds received on our behalf. We understand that Spur Local does not cut paper checks and that setting up a PayPal account in no way affects the method by which we independently receive donations on our own website. PayPal is strictly used to transfer money electronically from Spur Local to our organization.

We further understand, acknowledge and agree that Spur Local does not and has no obligation to independently verify whether the PayPal email address we provide is in fact associated with our nonprofit's organizational account. It is, therefore, our responsibility to ensure the authenticity and accuracy of our PayPal email address.

In the event that a donor disputes a charge to their bank/credit/PayPal account related to a contribution they made to your organization through Spur Local, Spur Local will take all available steps to validate that contribution. However, in the event that the donor is successful in their dispute and the contribution was for more than \$100, your organization will be responsible for returning the contribution to Spur Local so that Spur

Local can refund the donor. In these situations, Spur Local will inform you as soon as it is notified of the dispute and keep you informed throughout the dispute process.

SEPTEMBER– DECEMBER: Year One

5. When our online profile goes live in the fall, we will update our Spur Local webpage with additional information such as impact and awards. We will keep these links updated, as necessary, as long as our organization is featured on the Spur Local website.

6. We will thank all Spur Local donors and will mention Spur Local in our communications with them as appropriate.

7. We will place Spur Local's seal on our website and will link it to our Spur Local's profile. We will also include the Spur Local honor in our email signature.

8. We will use the Spur Local seal on our promotional materials (on- and off-line) as appropriate.

JANUARY: Year Two – FALL: Year Four

The following requirements are integral to your success in most effectively leveraging the Spur Local honor for as long as you are a featured nonprofit. Your organization will be considered an active member of the Spur Local network for the next four years.

9. We will regularly report donations received as a result of our partnership with Spur Local and will submit online donation reports three times each year.

10. We will contact -- in November/December -- all Spur Local donors from the previous giving season, updating them on our work and requesting that they consider donating again.

11. Annual Update. Each year in June or July following the year we are accepted, we will submit required information to Spur Local for our annual update. After review by Spur Local staff, we will be issued a new seal (e.g. 2024 seal, etc.), or contacted by Spur Local staff if needed.

12. We will continue to keep our Spur Local webpage, PayPal account information, and contact information updated for the duration of our partnership with Spur Local.

LEARNING COMMONS REQUIREMENTS

13. We will send at least one organizational representative to the four core curriculum

trainings in Development and Stewardship hosted by Spur Local during our first year. (If we are deemed exempt from the core curriculum by the Spur Local team, we will attend other elective courses during the first year of our partnership.) This attendance may be in-person or virtual.

14. We will complete a survey about our development capacity prior to attending core curriculum trainings.

ADDITIONAL REQUIREMENTS

15. We will take all necessary steps to maintain our current nonprofit, tax-exempt status with local, state and federal regulatory authorities, as may be required.

16. We have adopted and/or will follow – both internally (in our administrative and program operations) and externally (with regard to the recipients of our services) – an equal employment opportunity and non-discrimination policy consistent with the policy of the Spur Local (below).

Equal employment opportunity and non-discrimination policy:

Unlawful discrimination has no place at Spur Local; our core values include a commitment to equity and inclusion. We require all organizations that participate in Spur Local to affirm their commitment to core values of non-discrimination consistent with ours.

Spur Local does not discriminate either internally (in its administrative and program operations) or externally (in its vetting of charities that apply to participate in the Spur Local) on the basis of race, color, creed, ethnicity, national origin, religion, gender, gender identity, sexual orientation, age, ancestry, disability, marital status, veteran or draft status.

17. We understand that we must comply with Spur Local's Requirements of Participation to maintain an active partnership status.