



Back-to-School Contract

1. **501(c)(3) Status:** To assure that our services reach those children most in need in our community, our Board of Directors requires verification of your 501(c)(3) status. Proof of your status may be emailed or mailed to our office and must be received before your organization can benefit. Schools and government-run agencies are exempt from this requirement but must provide a Tax ID#.
 2. **Backpack Pick-Up Information:**
 - a. Your agency or school will be assigned a specific pick-up date after you've entered the required information regarding school backpacks and supplies. We will email you the details sometime in May. Pick-ups typically begin in late July or early August.
 - b. Your pick-up date is based on how quickly we receive your information. Entries completed sooner get their supplies faster.
 - c. If you cannot visit the warehouse to collect your backpacks at the appointed time, please make other pick-up arrangements. Backpacks not picked up by the program's conclusion will be offered to other schools/agencies.
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1. **Distribution Requirements:**
 - a. Our donors and sponsors give generously with the belief that the complete backpack they assemble – backpack and grade-appropriate supplies – reaches a student in its entirety. **Do not disassemble or 'harvest' components from the backpacks for secondary or future distribution.**
 - b. It's important to our donors and sponsors that the backpacks and supplies reach the students. FGT reserves the right to visit school/agency distributions and, in coordination with school/agency officials, photograph and/or film the distribution for the purpose of promoting FGT efforts. All efforts will be made to obtain appropriate signed releases and to coordinate schedules to minimize any disruption.
 - c. Through this partnership, you are responsible for the accuracy of your request (by quantity and grade level); assuring that each student receives an appropriate backpack and supplies; and distributing all backpacks and supplies in a timely manner to maximize their benefit. FGT also requests that your agency/school make every effort to offer each student some level of choice between one backpack and another; i.e. the chance to 'pick' between at least two options.

4. Mission Intent:

When your agency/school accepts backpacks and school supplies from FGT, you become a partner in our mission. Our mandate, and yours, are students who are socioeconomically disadvantaged should be recipients of this program.

5. Distribution Agreement

In order to support our mission, we continually strive to make our processes as transparent as possible for the benefit of our supporters, donors, volunteers, and recipients. As such, we have created a series of conditions for backpack distribution that we will ask you to follow:

1. Backpack distribution will occur within 2 weeks of the start of school or after the receipt of backpacks
2. Students will be allowed to choose the backpack they would like
3. No more than 10% of the backpacks received may be set aside to give to new students during the school year
4. Family Giving Tree has the right to visit and view a backpack distribution or arrange for a site visit at any time.

As our program is designed to benefit children at their time of need, if a failure to follow any of these conditions is observed we will place your school on probation. In order to assess that your school may remain in the program, we will attend the distribution for the year following the violation to make that sure that the issue has been corrected. If it has not been addressed, your school will be dropped from the recipient list for the year following.

I have read and agree to the above. I understand that failure to follow these guidelines may place our school on probation for a period of one year. Failure to correct any issues may result in losing the opportunity to participate as a recipient in the Back-to-Schools Drive.

Contact (Signature)

Date

Contact Name (Printed)

School/Agency Name