



Dear Potential Community Service Fund Sponsor,

Please review the following requirements to determine whether to become a Community Service Fund Sponsor and support a project or organization whose goal or objective coincides with the mission statement of All Seasons Chalice Church. The Board of Directors of All Seasons Chalice is interested in learning more about your request and the person(s) or organization who would receive this support. We are happy to assist you in this inquiry and want to lay all of the details out for you as you contemplate this decision.

First, each fund must have an ASC member-sponsor. Thus we need to be sure your membership is current. If you are not current you may either renew your membership or recruit a member to the position of fund sponsor.

Second, Community Service Fund donations are made to a general pool of funds whose purpose is to pay for expenses associated with projects or organizations whose goal or objective coincides with the mission statement of All Seasons Chalice Church. As such, all donations made to this fund will be distributed in the manner most fitting, prioritizing the project or organization on whose behalf they were made as appropriate.

Third, Community Service Fund donations may only be used to offset expenses associated with projects or organizations whose goal or objective coincides with the mission statement of All Seasons Chalice Church. Before any monies can be distributed from the funds, ASC must receive invoices, receipts, etc. with the amount of payment requested.

Finally, we need to acquire answers to the following general questions. You are welcome to respond via email or in writing, please use more space that is provided here for your answers.

1. What are the goals or objectives of the project in question?
2. For what length of time is this fund's need anticipated?
3. What is the total dollar amount estimated for this fund and its recipient?
Please note: all donations received will be deposited into the fund minus a 5% administrative fee which offsets our administrative costs.
4. How will the funds be transferred (via private organizations, foundations, trusts, etc.) to ASC for the purpose of contributing to this community service project?
5. Will you agree, as fund sponsor for the to facilitate all of the following requirements and stipulations:
 - a. Owner/manager of recipient organization must enter into a Memorandum of Understanding (MOU) with All Seasons Chalice. The term of the MOU will not exceed two (2) years,
 - b. A Scope of Work must be provided, by the project owner/manager, detailing the specific community-service activities to be performed. Acceptable activities are those that are either specifically espoused by or directly related to the ASC mission statement,
 - c. The fund sponsor must file an annual report, due no later than January 31st of each year, generally detailing how the money was used,
 - d. Owner/manager must offer proof of liability insurance for all employees or contractual workers employed by through the project, and:
 - e. Owner/manager must provide copies of all copyrightable materials created through this funding for ASC's privileged use.

Sincerely,

Steven Dedrick
Administrative Director, ASC