

TASC

POLICY AND PROCEDURE MEMORANDUM

Title:	Nonprofit In-Kind Administration Program
Purpose:	TASC offers In-Kind administration to select nonprofit organizations in which TASC employees are actively engaged. Involving TASC employees to take on an In-Kind client relationship gives them the knowledge and experience of building relationships and learning more about the agency and its customers.

Details:

Program Requisites

- To be considered for this program, an organization must be a non-profit, 501(c)(3) charitable organizations that is working for the betterment of its local community.
 - Schools, school districts, trade groups, associations, chambers, military/veteran groups, and churches are exempt from the program.
 - The Employee Philanthropy Committee retains the right to refuse participation in this program to any organization it determines to not qualify.
- The eligible organization must be located in a community where a TASC employee or regional office resides.
- The TASC employee that brings the In-Kind client to TASC will become the Relationship manager for the agency.
- Nonprofit organizations that approach TASC to seek In-kind administration and that are accepted into the program may be assigned an employee as their primary contact (Employee/Relationship Manager).
- The number of agencies accepted into the program will not exceed the ratio of one accepted organization per 8 full-time TASC employees and must not exceed 10% of TASC Cares budget (1% of EBITA).
- The agency's executive group and/or governing body is required to lend mechanical support and to endorse the program. That support includes:
 - Provide TASC required employee data.
 - Selected organizations agree to assist in a public relations effort regarding this program.

Program Description

- TASC may provide full administration of the select benefit services to a group of 501(c)(3) designated agencies.
- TASC may provide these organizations with:
 - A \$1,000 annual credit toward their administrative fees and
 - Waive the enrollment fee for the selected agencies.
 - NOTE: In-Kind nonprofits with fees greater than \$1,000 per year may be invoiced for the difference.
- A term of years for this In-Kind service will be set at 1 to 3 years. The assigned Employee/Relationship Manager will conduct an annual review of the service. Extensions may be provided, by approval of the Employee Philanthropy Committee.
- The Employee Philanthropy Committee will review all In-Kind clients on a biannual basis.