



Commissioner Bruce Holmes Youth Foundation

## COMMISSIONER BRUCE HOLMES YOUTH FOUNDATION

*"It is easier to build strong children than to repair broken men" ~Frederick Douglass*

### Partnership Guidelines

We are so excited that you are considering a Partnership opportunity with CBHYF! Please use the *Partnership Request Form* for all requests for support of organizations and events. Before you make your request, make sure your request meets the criteria set forth on the *Community Outreach* tab at *CBHYF* web page. Allow 30 days for a decision.

To speed processing of your request, please follow these steps...

1. Review the *Partnership Criteria* set forth on the web page to make sure your non-profit organization is eligible for consideration.
2. Prepare your request including the attached form and the following information on your organization's letterhead:
  - Concise statements about your non-profit organization including programs, need, management, goals, and a record of accomplishments
  - Specific needs requested from CBHYF
3. Mail or email your request package and form to:

Commissioner Bruce Holmes Youth Foundation  
P.O. Box 2563  
Stockbridge, GA 30281

Or email your package to [info@cbhyf.org](mailto:info@cbhyf.org)

#### **What you can expect**

- Expect a decision within 30 days of our receipt of your request.

Because CBHYF is a not-for-profit organization and our availability is limited to volunteer scheduling, we cannot accommodate all eligible requests we receive for collaboration and partnerships. Therefore we will review each request carefully and grant support for partnerships based on our financial ability, our volunteer's availability and as well as supporting those organizations whose mission and values best meet our community involvement objectives.

## Partnership Request Form

**Prior to completing this form, please refer to *CBHYF's Partnership Guidelines* on the CBHYF website at [www.cbhyf.org](http://www.cbhyf.org) to determine if your organization qualifies for consideration.**

Date of Request:

Recommended effective date of partnership:

Legal Name of Organization:

Street Address:

City:

State:

ZIP:

Name of Contact Person:

Title:

Phone:

Email Address:

Fax:

Does this organization have a non-profit tax-exempt classification under Section 501(c) (3) of the Internal Revenue Code? YES \_\_\_\_\_ NO \_\_\_\_\_

Details of Partnership requests if applicable:

*If additional space is needed please use additional sheet of paper or include attachment*

Name of Partnership Event:

## Partnership Guidelines

*CBHYF aspires to establish youth development programs and partnerships which help young people reach their fullest potential.*

### **Partnership Priorities**

Due to the overwhelming number of requests CBHYF receives, these guidelines are meant to assist organizations in understanding the foundation's partnership priorities.

Partnership support is focused on these areas:

- 1) **ATHLETICS:** *CBHYF seeks to support programs or organizations that promote sports and physical activity as a way to improve health and well-being, that utilize team building to develop healthy minds and bodies, in the young people served*
- 2) **EDUCATION:** *CBHYF seeks to support programs or organizations that promote learning as a road that our kids will follow in reaching their full potential in life. We also support educational programs that promote abstaining from activities which pose negative and self-destructing consequences.*
- 3) **HEALTHY LIVING:** *CBHYF seeks to support programs or organizations that understand that wellness is essential for success, programs that promote good choices, such as selecting nutritious foods, participating in regular activity or exercise, managing stresses, and staying away from those practices which pose harm to our being. CBHYF supports youth friendly educational programs, materials, and activities designed to promote and support healthier eating habits, disease prevention, and overall health and wellness.*
- 4) **LEADERSHIP:** *CBHYF seeks to support programs or organizations that develop Good leaders through a never ending process of self-study, education, training, and experience. CBHYF promotes organizations and programs that help the youth of our community to become leaders and responsible caring citizens by developing skills and providing opportunities for service and growth.*

### ***Some Examples of What We Support***

- Organizations that our Volunteers or Board Members have volunteered with and have been supported by the Foundation
- Educational support for students
- Partners in Education
- Programs that promote Health Living
- Programs that foster Leadership
- Programs that support Youth Development
- Organizations that create sustainable community improvement
- Recreational, sporting or athletic associations

### **Generally Ineligible Requests**

When evaluating requests, CBHYF will generally not support the following:

- Organizations that are actively engaged in highly controversial issues or use controversial tactics to advocate their position. A controversial issue is a serious matter for which different segments of the community have strong opposing positions and that has an impact on society or its institutions.
- Organizations serving a limited constituency
- Organizations that operate or support activities that are counter to the mission and values of CBHYF.
- Organizations that discriminate in the provision of services unlawfully or in a manner inconsistent with CBHYF's mission and values on the basis of race, religion, color, sex, national origin, age, marital status, mental or physical ability, or sexual orientation

*CBHYF reserves the right (in its sole discretion) to change, suspend, revoke or terminate its partnership at any time, without advance notice, and to make the final determination of the eligibility of all organizations.*

## **Approval/Committee Process**

CBHYF's approval process is intended to ensure fair and consistent practices in our partnership guidelines and ensure that we review all requests and make decisions based on our mission and values.

Once a Partnership Request Form has been received, our Community Outreach committee will forward the package to the Board of Directors.

The Board of Directors will meet within 1 week of receiving the request and take a vote to determine if the request will be approved. If a Board Member is not available for the vote, a Quorum will be considered sufficient to continue with the process.

All requests are subject to the CBHYF Partnership Guidelines.

In addition to the guidelines, approval can only be granted to those requests that meet the following:

- Meets the requirements of at least one of our focus areas
- Meets the requirements of at least two of our partnership support options

Approved request will be notified in writing within 30 days of receiving the requests and per the policy if granted approval a "memorandum of understanding" will be provided within 60 days of receiving the request.

All request approvals are ultimately required to be approved by the Chair based on the Foundation's goals.