



## **COMMUNITY PROJECTS**

### **POLICIES AND PROCEDURES MANUAL**

## TABLE OF CONTENTS

PARTNERING WITH THE JUNIOR LEAGUE OF AUSTIN	3
CONTACT US	4
Community Projects Contacts	4
The Junior League of Austin Contact Information	4
PRESS RELEASES AND PUBLIC RELATIONS ASSOCIATED WITH THE JUNIOR LEAGUE OF AUSTIN	5
Policies & Procedures for Producing Press Releases and other Materials	5
PRODUCING MATERIALS WITH THE JUNIOR LEAGUE OF AUSTIN LOGO	6
Policies & Procedures for Producing Materials & Using the JLA Logo	6
Using the JLA Logo	6
INSURANCE AND INDEMNIFICATION REQUIREMENT	8
BOARD ATTENDANCE POLICY	9
PROCESS OF REQUESTING FINANCIAL REIMBURSEMENT	10
REQUESTING CHANGES TO THE APPROVED PROPOSAL	11
Policies & Procedures for Requesting a Change to the Proposed Budget	12
Policies & Procedures for Requesting a Programmatic Change	13
MID-YEAR REPORTS	15
Policies & Procedures for Submitting the Mid-Year Report	15
FINAL REPORTS	16
Policies & Procedures for Submitting the Final Report	16
APPENDICES	17
Community Project Request For Proposal Change	18
Budget Change Request Worksheet & Narrative Form	19
Budget Narrative	20
Salary Reimbursement Request Form	21
Project Reimbursement Request Form	22

## **PARTNERING WITH THE JUNIOR LEAGUE OF AUSTIN**

The Junior League of Austin (JLA) provides volunteers and funding to area non-profit agencies for the benefit and enrichment of the Austin community and the development and education of our League members.

Each year, the JLA invests thousands of volunteer hours to community agencies and programs. This year, League members will provide more than 160,000 volunteer hours to the League's projects and programs.

In addition to the volunteer service that League members contribute to our community, The Junior League of Austin has provided millions of dollars over the years to fund programs and agencies that improve the overall well-being of our community.

We are excited about the opportunity to collaborate with your organization to meet the needs of the greater Austin community.

This manual features detailed information on policies and procedures of the JLA Community Projects program. Please familiarize yourself with the content as it may be helpful throughout your project period. Included in this manual are reporting guidelines for the annual interim reports and final reports, guidelines for requesting changes in the approved proposal and other JLA policies.

Please feel free to contact us if you have any questions about the policies and procedures included in this manual.

## CONTACT US

### *Community Projects Contacts*

Community Vice President  
[communityvp@jlaustin.org](mailto:communityvp@jlaustin.org)  
512-888-9038

Placement Chair  
[Placement@jlausting.org](mailto:Placement@jlausting.org)  
512-888-9052

Community Treasurer  
[communitytreasurer@jlaustin.org](mailto:communitytreasurer@jlaustin.org)  
512-467-8982

Community PR  
[prcommunity@jlaustin.org](mailto:prcommunity@jlaustin.org)  
512-467-8982

### *The Junior League of Austin Contact Information*

Mailing address:                   5330 Bluffstone Lane  
  Austin, Texas 78759  
*All mail should be sent to the attention of  
Community Vice President*

Phone Number:                   512-467-8982

Fax Number:                       512-454-7518

Website:                           jlaustin.org

## **PRESS RELEASES AND PUBLIC RELATIONS ASSOCIATED WITH THE JUNIOR LEAGUE OF AUSTIN**

### *Policies & Procedures for Producing Press Releases and other Materials*

Upon initiation of the agreement between the League and our new slate of community partners, the JLA will craft and issue a joint press release announcing the new partners. The JLA Community PR representative will share the press release prior to public dissemination.

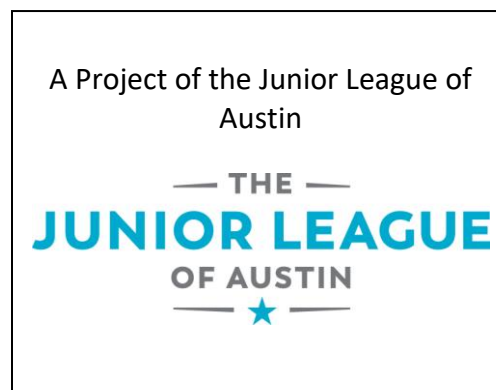
If you plan to issue additional press releases or develop other press or collateral materials, please contact Community PR. All press or other collateral materials must be submitted for JLA review one week prior to intended release date.

## PRODUCING MATERIALS WITH THE JUNIOR LEAGUE OF AUSTIN LOGO

### *Policies & Procedures for Producing Materials & Using the JLA Logo*

Each community partner is required to recognize the Junior League in any and all publicity related to the partnering program. Proper acknowledgement of the League includes both text and the JLA logo. The JLA logo will be provided at the time the contract is fully executed.

#### **Example of approved acknowledgement:**



This acknowledgement must be included on the organization's letterhead, website, newsletter, and other promotional materials. Sample materials must be submitted to the Community Vice President by June 30<sup>th</sup> to indicate that it has complied with this requirement.

If the agency is unable to comply with this requirement, a written statement outlining why this is impractical or overly burdensome must be submitted to the Community Vice President by the June 30<sup>th</sup> deadline.

### *Using the JLA Logo*

Throughout the project period, JLA grants all partners the use of the League name and logo in areas directly related to the project. Copies of the logo can be obtained by contacting the Community PR representative.

All materials produced with the League logo must be submitted for approval prior to printing, publication or distribution.

**Thirty days prior to printing, distribution, publication, display or use, any and all promotional materials, publications, articles, pictures, and scripts of statements, oral or written, to be made by recipient or its employees, agents or spokespersons, must be submitted to the Community Vice President and Community PR representative for approval.**

Please contact the Community PR representative if you have any questions regarding the policies and procedures related to production of materials.

At the termination of the partnership or if requested by the League, the partner must remove logo and acknowledgement statement.

## **INSURANCE AND INDEMNIFICATION REQUIREMENT**

Throughout the duration of the partnership, Community partners are required to purchase and maintain a comprehensive general liability policy, issued by a Texas licensed insurance company, with limits of at least \$1,000,000 combined single limit per occurrence for death, bodily injury and/or damage to property. The policy must include the Junior League and its members, officers, directors, and employees as additional insured.

This policy should be purchased at the organization's expenses and a copy/evidence of the policy should be provided to the Community Vice President by June 30<sup>th</sup>.

Additional details regarding the insurance and indemnification requirements are stated within the JLA community partner contract.



## **BOARD ATTENDANCE POLICY**

The Junior League of Austin is committed to the training and development of our members, as such, the League places one member as a non-voting member within agency Board of Director meetings. Through this role, our members gain invaluable experience regarding Board governance and structure. Our goal is that League members will seek out future Board roles within the community.

Partnering agencies must supply the date, time, and location for all upcoming Board meetings to the League within the timeframe outlined in your contractual agreement.

## PROCESS OF REQUESTING FINANCIAL REIMBURSEMENT

JLA partners with approved budget line items for salary support can request salary support in quarterly disbursements:

- August 15<sup>th</sup>
- November 15<sup>th</sup>
- February 15<sup>th</sup>
- April 30<sup>th</sup>

Organizations are required to provide a Salary Reimbursement Form (see Appendix) and verification that each funded position is filled prior to quarterly payment prior to funding being provided by the League. Documentation can include:

- Copy of payroll checks
- W-2's
- TEC's Employer's Quarterly Report
- IRS Form 941
- Employment contract

Prorated payments may be made if funded positions are not filled for the entire quarter. Additionally, if a position is terminated after funding for a quarter has been made, the JLA may request reimbursement for a prorated portion of the payment.

For non-salaried reimbursements, organizations are required to submit a Project Reimbursement Form (see Appendix) and evidence of the purchase, i.e. receipts, that are tied to the approved budget line items.

Upon review of all required documentation, the JLA will issue payment for approved expenses.

All expenses must be submitted to the League for reimbursement by April 30<sup>th</sup>.

# REQUESTING CHANGES TO THE APPROVED PROPOSAL

## Overview

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As the project begins to unfold, the League understands the likelihood of changes occurring to the original, approved proposal. To ensure that the proper individuals are aware of these changes, please follow the guidelines as they apply to your need(s).

Procedures for the following change requests are included:

- Budget change
- Volunteer project change
- Personnel and contact information change

As programmatic and budgetary changes are identified, we encourage you to be in active contact to the appropriate League representative. If you have any questions, please do not hesitate to contact the JLA Community Vice President to verify how you should proceed with your request. We want to hear from you if the project is succeeding or if you find yourself facing unusual challenges at any time during your agreement. Please alert us about such concerns as soon as they become apparent to you, rather than waiting for the interim or final reports.

All request forms should be submitted to the contact listed on the relevant form. All requests will be reviewed internally, and you will receive a written response via email. Should the League have any questions or concerns about the request, we will contact you for further clarification.

All forms are included in the appendix. Electronic versions of the forms are also available.

## *Policies & Procedures for Requesting a Change to the Proposed Budget*

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When a change in your approved budget is necessary, you will need to request a revision to your approved proposal budget. The guidelines that follow will assist you in preparing your budget revision. If you have any questions, please contact the JLA Community Treasurer.

Your budget revision request should include both a budget narrative and a JLA line-item budget worksheet (see appendix). Please be sure to illustrate the reallocation of expenses. In addition, you should include a budget narrative that explains how the revised budget item(s) relate to the project, why the changes are needed, and how the proposed amount(s) were determined. You only need to explain the line items that change.

**You may not proceed with changes until you have received prior written approval from the League.**

When submitting a budget change request form, please include the following items:

1. Proposal Change Request Form
2. Budget change request worksheet and narrative

## *Policies & Procedures for Requesting a Programmatic Change*

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If you are contemplating any changes in the volunteer project, please notify the League promptly of these changes.

These changes include:

- Project activities
- Any other element of the League-supported project that might potentially change the nature and the scope of the project

When submitting a request for a programmatic change, please provide the following items:

1. Proposal Change Request Form
2. Explanation for the change and the reasons why the programmatic change was necessary

**Requests for programmatic changes must receive prior written approval by the League and should be submitted to the Community Vice President.**

## Policies & Procedures for Submitting a Change in Personnel & Contact Information

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Please notify the League immediately if there is a project personnel change and/or if the contact information for any staff member changes. This ensures communication between the League and your organization is not interrupted.

Please notify us if there is a change in the following items:

- Mailing address
- Phone/fax number(s)
- Email address(es)
- Project staff position(s)

When submitting a change in personnel or contact information, please include the following items:

1. Personnel Change Request Form
2. Explanation of the change in personnel or contact information
3. Updated personnel or contact information

## **MID-YEAR REPORTS**

### *Policies & Procedures for Submitting the Mid-Year Report*

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All partners are required to submit a mid-year report by December 1<sup>st</sup> of each year. This report is intended to assess the current status of your project and identify how the League can better support the long-term success of the partnership.

Thirty days prior to the due date, the Community Vice President will send an email reminder that includes a link to complete the mid-year report form.

## **FINAL REPORTS**

### *Policies & Procedures for Submitting the Final Report*

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The final report includes all the activities and accomplishments for the entire project period and financial reports for the project. Final reports are due on May 15th.

Thirty days prior to the due date, the Community Vice President will send an email reminder that includes a link to complete the mid-year report form.



# APPENDICES



## Community Project Request For Proposal Change

Date Submitted:	
Organization Name:	
Primary Contact:	
Address:	
Phone Number:	
Email Address:	

Please check type of change(s) requested:

\_\_\_\_\_ **Budget Change** *(Please attach a JLA budget change request form that includes a line-item budget worksheet and a budget narrative. Submit to JLA Community Treasurer at [communitytreasurer@jlaustin.org](mailto:communitytreasurer@jlaustin.org).)*

\_\_\_\_\_ **Personnel Change** *(Please attach explanation and updated contact info. Submit to JLA Community Vice President at [communityvp@jlaustin.org](mailto:communityvp@jlaustin.org).)*

\_\_\_\_\_ **Programmatic Change** *(Please attach a description of the programmatic change, impact on JLA project and plans for volunteer adjustment and changes. Submit to JLA Community Vice President at [communityvp@jlaustin.org](mailto:communityvp@jlaustin.org).)*

Please complete this form, along with supplemental documentation, to the appropriate JLA contact.

The Junior League of Austin

Budget Change Request Worksheet & Narrative Form

Name of Organization:	
Budget Period:	
Total Amount Awarded:	

Budget Expense Item	Approved Program Budget*	Revision Request**	Proposed Budget	Expenses Incurred To Date
Item #1			\$ -	
Item #2				
Item #3				
Item #4				
Item #5				
Item #6				
Item #7				
Item #8				
Item #9				
Item #10				
<b>Total</b>				

\* This should be the program budget included in the approved grant proposal.

\*\*This amount will include the change amount requested. The approved program budget will equal the proposed budget in Column D.

Electronic versions of this form are available online at [www.jlaustin.org](http://www.jlaustin.org).

Once completed, please submit this form to the JLA Community Treasurer at [communitytreasurer@jlaustin.org](mailto:communitytreasurer@jlaustin.org).

Budget Narrative

Please provide a brief description of budget line items.

Line Items	Description

Electronic versions of this form are available online at [www.jlaustin.org](http://www.jlaustin.org).

Once completed, please submit this form to the JLA Community Treasurer at [communitytreasurer@jlaustin.org](mailto:communitytreasurer@jlaustin.org).



**Salary Reimbursement Request Form**

Today's Date: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

Project Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Quarter: (choose one) Agencies may submit a salary reimbursement request in the last month of each quarter.

- Q1 – Jun., Jul., Aug.
- Q2 – Sep., Oct., Nov.
- Q3 – Dec., Jan., Feb.
- Q4 – Mar., Apr., May

Quarterly Contract Reimbursement Amount: \_\_\_\_\_

Position Approved for Reimbursement in Contract	Employee Name	Dates of Employment

Please attach verification of employment such as a copy of payroll checks, W-2's, TEC Employer's Quarterly Report, IRS Form 941 or an employment contract. Checks will not be issued until verification of employment is received.

The deadline for ALL reimbursement requests is April 30, 2021. All requests must be faxed or postmarked by this date. No exceptions will be made for late requests.

**Please send all reimbursement requests and/or salary verifications to:**  
 Junior League of Austin - Community Treasurer at [communitytreasurer@jlaustin.org](mailto:communitytreasurer@jlaustin.org)  
 OR mail to 5330 Bluffstone Lane, Austin, TX 78759 OR fax to 512-454-7518



### Project Reimbursement Request Form

Today's Date: \_\_\_\_\_

Date Funds are Required: \_\_\_\_\_  
(Please allow up to two weeks for check to be processed)

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Type of Project: (choose one)

- Agency Project
- Done-in-a-Day
- Community Sponsorship
- Community Assistance

Project Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

<b>CHECK INFORMATION</b>
Pay to the Order of: _____
Amount: _____
Contract Expense Line Item: _____

Please attach receipts in order for request to be processed. Receipts must be submitted within 30 days of purchase for reimbursement.

The deadline for ALL reimbursement requests is April 30, 2021. All requests must be faxed or postmarked by this date. No exceptions will be made for late requests.

**Please send all reimbursement requests and/or salary verifications to:**  
Junior League of Austin - Community Treasurer at [communitytreasurer@jlaustin.org](mailto:communitytreasurer@jlaustin.org)  
OR mail to 5330 Bluffstone Lane, Austin, TX 78759  
OR fax to 512-454-7518