



The A.R.K. (Acts of Random Kindness) Charity Project of Luzerne County

Institution Registration Form

Institution Name	
Institution Description	
Total Membership	
Address	
ARK Project Contact Name	
Cell Number	
Work Number	
Email	

Terms of Commitment

This Participating Institution (Institution) agrees to run the ARK Charity Project within the following parameters:

1. The Institution will distribute ARK charity boxes ("ARK"s) provided by Unite The World to each interested Participating Member (Member) of the institution. ARKs will be the property of the Members throughout the program and afterwards.
2. Members donate to their own ARKs. This program encourages members to give to charity daily but sets no expectations as to the amount and frequency of giving.
3. Recommended program length for greatest impact is a giving period of 100 days, with 3 giving periods throughout the year: Sep 1 – Dec 10, Jan 1 – Apr 10, June 1 – Aug 10. The Institution can launch the project on any date and may shorten or lengthen the giving period if desired, but must end the giving period with a collection date during the periods outlined in #6.
4. Members will vote on a 501c3 charity serving humanitarian needs within Luzerne County to which they will give their donations.
5. The Institution agrees to host a presentation for Members about their chosen charity.
6. Members will bring in their ARK Charity boxes and transfer bill/coin donations into buckets on site on one collection date. Collection dates must be during the following periods: Dec 11 - Dec 31, Apr 11-30, and Aug 11-31.
7. The Institution will assign staff / volunteer(s) or will request a volunteer from Unite The World to bring donations to a branch of Fidelity Bank. Donations will be processed through the Luzerne Foundation's (Foundation) ARK account at Fidelity Bank with a notation of the Institution and the chosen charity. The Foundation will give the full donation amount to the charity chosen.
8. The Institution will not receive a tax receipt for donations given by Members. Institutions that are matching Member donations and outside Sponsors giving donations through the ARK Charity Project can receive a tax receipt from the Foundation if their donation is eligible by Foundation guidelines.

Please indicate any additional optional programming in which your institution would like to participate:

- The Random Acts of Kindness Foundation Kindness Curriculums / Materials
- ARK Charity Project Picture Contest
- ARK Charity Project Essay Contest
- Volunteering / Engagement Opportunities with the Chosen Charity

Please deliver our ARKs on the following date: _____ Proposed Program Launch Date: _____ Proposed Collection Date _____

The ARK Charity Project estimates costs of this program at \$3 per Member per giving period that includes \$1 per ARK Charity Box. Our Institution would like to participate in these costs at \$__ per Member, for a total of \$ ____.

Name of ARK Project Contact / Responsible Party (Print) _____ **Sign** _____ **Date** _____

Thank you for sharing kindness and the values of daily charitable giving to local needs!