



Partnership Expectations and Instructions

By becoming an Omprakash Partner, you enter an international community of schools, volunteers, fundraisers, and donors. By allowing you to represent yourself within our network, our goal is to help you find volunteers and build a relationship between your project and their home community. We provide a platform from which volunteers can fundraise, recruit future volunteers, and initiate creative ventures to meet your unique needs. By working to facilitate communication between members of your project and other members of our network, we hope to help you teach the world about the social issues you face, and the ways in which you address them.

In order for us to achieve all of these goals, it is essential that our Partners understand our basic expectations and join our efforts to create a global educational community. Please read the expectations below, and please understand that **we reserve the right to terminate a Partnership at any time.**

Please keep in mind that this document is only a basic overview—please review our Partner Handbook for further details.

- 1. Keep us informed.** We cannot serve you if we do not know what you need. Please update your profile often and write multimedia “stories” so that you can keep everyone updated about the status of your project.
- 2.** We request that you **do not charge volunteers any “administrative fee,”** and try to offer volunteers free or discounted food and lodging whenever possible.
- 3. Encourage all of your volunteers to register with Omprakash and write “stories” on our website.** This enables volunteers to communicate with each other and to become more effective supporters of your project. It also will increase the credibility of your project within our network.
- 4.** If your project has an independent website, please **put an Omprakash link on your website.** Please explain that our site is a free, non-sectarian database of volunteer opportunities open to people of all ages and nationalities.
- 5.** If you want to **fundraise through our network,** you can encourage donors to visit the “Donate” page of our site and earmark their donation for your project. All donations can be earmarked, regardless of whether the donor chooses to use Paypal or to send a check. Typically, we transfer funds to our Partners after the total amount fundraised exceeds \$1000, or after a fundraising campaign has ended. We do not charge any administrative transfer fee, but we will deduct all bank charges from the total amount that

we transfer. This usually amounts to \$35 for bank wires, and a fixed percentage for Western Union transfers. We do not deduct any funds if we are able to transfer funds to Partners via check.

Please note that you will need to sign a Fiscal Sponsorship Agreement in order to receive funds through Omprakash, and we reserve the right to terminate these agreements at anytime. More information about donating is available at omprakash.org/donate. Feel free to put a link to this page on your own website.

6. Thank your donors! If donors earmark funds for your project, we will send you a monthly notice that lists the amount of money raised and the names of the donors. We will send receipts to all donors, but we expect you to **contact donors directly** to express your gratitude and to explain how donations will be used.

7. Publish your expenditures! To be eligible for continued disbursements of funds, all Partners must post ‘Expense Reports’ on their profiles. After allocating at least 80% of your last disbursement, you will be eligible for your next disbursement.

8. Contribute to our “Classroom”! We want to help other members of our network learn about the ways in which you identify and address urgent social issues in your community. Please visit omprakash.org/classroom to learn about how you can provide resources to help enrich curricula and jumpstart service-learning projects on participating school campuses. In the ideal case, students and teachers that study your important efforts will also be able to make a positive contribution to your project!

9. Most importantly: Work with volunteers before, during, and after their visit to build **meaningful, long-lasting connections** between your project and their home communities. This might entail **pen-pal correspondence** between your students and students in the volunteers’ hometown; it might involve ongoing **fundraising efforts**; it might be that you ask volunteers to help you research solutions to a particular problem—the only limit is your own imagination.

Please understand that what you gain from this Partnership will be a direct product of the relationships that you work to create and sustain. We look forward to working closely with you for years to come.