



JANUARY 1, 2020

**NCSF POP-UP
IMPACT TEAM
GUIDELINES**

An individual beneficial member may identify a community need and grab friends and family to form a volunteer team and brainstorm ways to address it creating a Pop-Up Impact Team.

NCSF will provide a customized kit of resources to kick-start the fundraiser or service project. The Pop-Up Impact Team provides the people power to bring it to life.

Pop-Up Impact Team Guidelines

All NCSF beneficial members are eligible to lead a NCSF Pop-Up Impact Team to create an event that will benefit their community or a cause that is NCSF approved. An individual beneficial member may gather their friends and family together to create an event. This is not intended to be used by Courts or current Impact Teams, it is for individual beneficial members or social courts only.

- Beneficial members are eligible to lead two NCSF Pop-Up Impact Teams per calendar year.
- You must be age 16 years or older to lead a NCSF Pop-Up Impact Team.

Choose a Project:

- The project must benefit the community where the beneficial member project initiator lives, works, or worships.
- NCSF Pop-Up Impact Teams are not intended to be self-benefiting for the member or their immediate family. The event must benefit a cause, community need, or others in need.
- The beneficial member project initiator applying must actively contribute to the success of the project.
- NCSF Pop-Up Impact Teams cannot be "donated" to others for implementation.
- Beneficial member leaders need to actively participate in the implementation of the event.
- Volunteers must be contributing time and talent to make a difference in the community.

Process:

The beneficial member initiator downloads a Pop-Up Team Application form from the NCSF website www.ncsf.com. The member completes the application and submits it to the NCSF Home Office for approval by mail, email, or fax.

The Pop-Up Impact Team application will ask:

- Project start date. (Application must be submitted 30-120 days before the start date.)
- Name of project.
- What type of project is it?
- How did you hear about NCSF Pop-Up Impact Teams?
- Project description.
- Tell us how you will use the seed money to kick-start your project.
- What cause(s) will be positively impacted by your project?
- Is this project associated with a church? (Name of church where the event is taking place.)
- Will an organization benefit from this project?
- How many volunteers will participate on the team? (Team participants may include members or nonmembers of all ages.)
- Would you like team t-shirts? (may order a maximum of 25 t-shirts in a variety of sizes.)
- Banners, invitations, and thank-you cards. (may order invitations, thank you cards, name tags, packing stickers, and banner.)
- Contact/Shipping information.

Once approved, the NCSF Home Office will send out a Pop-Up Impact Team box containing t-shirts, banners and other appropriate marketing material along with a \$250 pre-paid VISA card for seed money. The money must be used for event costs only.

The seed money must be spent within 120 days from receipt/activation. The card will not be active after this time period. Any unused seed money will be returned to NCSF. The beneficial member leader of the team must complete an Event Summary Report form immediately after the event, as well as submit receipt and pictures of the event itself.

The Event Summary Report:

If the project was a service activity:

- Number of volunteers
- Length of event

If the project was a fundraiser:

- Number of volunteers
- Length of event
- Funds raised
- Items collected and quantity
- Number of attendees

If the project was an educational event:

- Number of volunteers
- Length of event
- Number of attendees