



### Business and Employer Partner In-Kind Contribution Form

This form is used to record the time an employer partner donates to AVIVO. This is volunteer time only and not used when money is reimbursed for the services received. The total amount donation to AVIVO is used as “match” money when AVIVO applies for grant dollars or other contract dollars. Many foundations and/or companies require a match in order for AVIVO to receive a grant.

You will receive a report at the end of each quarter, which lists all time you donated to AVIVO for that time period. You will also receive a year-end report at the end of each calendar for your records. Many companies have matching gift programs where you donate time to a specific non-profit (501c3) organization and the company will make a monetary donation to AVIVO. All dollars donated to AVIVO through this method are used to enhance and update equipment and materials used in direct participant services.

<b>Business Partner providing volunteer services:</b>	
<b>Partner Company:</b>	
<b>Partner Company Job Industry:</b> <i>This information has changed since the last time I volunteered:</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date of Service	Session Title & Topics	Total Time Donated in Hours	Choose Your Task Category	Total Dollar Value
			<input type="checkbox"/> Standard Meetings (\$125/hr) <input type="checkbox"/> Action (\$175/hr) <input type="checkbox"/> Advanced (\$300/hr)  <i>Please refer to the Key on reverse side or page 2 to see what category your volunteer time fits into.</i>	
	<i>Total Amounts</i>			

By signing below, I am verifying the hours listed above as time that I have donated to your organization AND that I have reviewed the confidentiality agreement on the reverse side of this form and agree to abide by the terms of the agreement.

<i>Signature of Business or Employer Partner</i>	
<i>Job Title</i>	
<i>Date</i>	



AVIVO Staff Name and Job Title	
Program Area / Technical Field	
Staff Signature	
Date	

Business and Employer Partner Hour Values		
Task Category Key		
<b>Task Category: Standard</b>	<b>\$125 per hour</b>	<ul style="list-style-type: none"> <li>• Business partner meetings</li> <li>• Ambassador meetings</li> <li>• BPC orientation</li> <li>• Phone/e-mail consultation (related to developing job leads, resume development advice, etc)</li> </ul>
<b>Task Category: Action</b>	<b>\$175 per hour</b>	<ul style="list-style-type: none"> <li>• Work readiness sessions</li> <li>• Ambassador mentoring or related mentoring</li> <li>• Occupational Advisory Committee meetings</li> <li>• Job shadows or corporate visits</li> <li>• Evaluation Days</li> <li>• Employer of the Day event,</li> <li>• Instructor/staff visit/tour and showcases</li> </ul>
<b>Task Category: Advanced</b>	<b>\$300 per hour</b>	<ul style="list-style-type: none"> <li>• Letters of support or MOU's</li> <li>• Activities conducted by priority leads for their specific priority area</li> <li>• Activities related to partnership is grant-funded project</li> </ul>

**Confidentiality Agreement**

AVIVO, its employees, business partners, and volunteers have an ethical and legal obligation to respect the privacy of our clients, and to protect and maintain the confidentiality of all information that we learn about our clients, their family members and friends in the course of providing services to them. All parties are required to understand and comply with all confidentiality laws that apply to their work unit including the MN Data Practices Act and HIPAA.

As a business partner, you may learn personal and disability related information about the people we serve that other potential employers may not have access to. Our policy requires that you not share this information with individuals outside of our organization. If you have any questions about sharing a person's information, please feel free to ask AVIVO staff.