

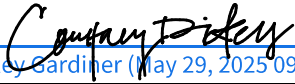


**The Junior League of Austin Community Partner Program
Volunteer and Funding Award Notice
2025-2026**

Organization Name and Contact Information Williamson County Regional Animal Shelter 1855 SE Inner Loop Georgetown, TX 78626 (512) 943-3322 Executive Director Misty Valenta, Executive Director, misty.valenta@wilcotx.gov Primary Grant Contact Wesley Samuelson, wesley.samuelson@wilcotx.gov	
Program Period June 1, 2025-May 31, 2026	Funding Amount \$0 (fourth consecutive year/volunteers only)
Approved Placements <ul style="list-style-type: none">● Adoption Lobby Volunteer● Cat Socialization● Dog Walker	
Additional Documentation Required to Complete Agreement <ul style="list-style-type: none">● Volunteer Preparation Form: https://form.jotform.com/251195794285166● Certificate of insurance● Current high-resolution logo and brand guidelines	
Assurances <p>The awardee organization agrees to abide by the requirements and program guidelines of the 2025-2026 JLA Community Partner Program. The awardee's application and any amendments as revised or negotiated by The Junior League of Austin's Researchers team are incorporated by reference and, therefore, made part of this grant award. Also incorporated by reference into this grant award are the attached Program Guidelines.</p> <p>The approved placement titles listed above are accurate as of the issuance of this notice. JLA does not guarantee that volunteers will be available for all listed roles. The organization</p>	

will be notified of the JLA volunteers assigned to their organization prior to the beginning of their placements.

On behalf of The Junior League of Austin



Haley Gardiner (May 29, 2025 09:58 EDT)

President



Treasurer

On behalf of Williamson County Regional Animal Shelter

Signature of Authorizing Official

Name and Title

Program Guidelines

The Junior League of Austin (“JLA” or “the Junior League”) is a volunteer organization whose mission is to advance women's leadership for meaningful community impact through volunteer action, collaboration, and training. The Junior League of Austin's Community Partner Program is designed to provide volunteers and funding to area non-profit agencies for the benefit and enrichment of the Austin community and the development and education of our JLA volunteers. Each year, JLA invests thousands of volunteer hours in community agencies and programs.

JLA Community Partner Program Contacts

The Community Partner Program is designed to support our partner organizations, as well as our community-placed volunteers. The communications and reporting structure includes the following JLA volunteer roles:

- **Project Chair:** The Project Chair (PC) is a JLA volunteer who serves as the primary liaison between JLA and its volunteers and the partner organization. The PC brings questions raised by volunteers to the partner organization's staff, serves as a communication point for placement information or requirements, and plans opportunities for volunteers placed at an organization to interact. The organization must extend their PC an opportunity to attend the organization's board meetings. The PC also holds a volunteer placement role within the organization. For returning partners, your individual PC contact will change but the JLA contact email for the PC will remain the same. New partners will receive their PC's contact email upon assignment.
- **Community Placement Coordinator:** Each PC is assigned to a Community Placement Coordinator (CPC) to assist with volunteer management and questions that may arise during the year. Because each CPC works with multiple PCs and organizations, they are able to identify trends in our community placements and serve as a point of escalation for PCs. CPC assignments may change each year, even for returning organizations. Your CPC's contact information will be shared upon assignment.
- **Placement Chair-Elect and Placement Chair:** The Placement Chair-Elect and Placement Chair manage members' assignments at our partner organizations and are the main point of escalation should issues arise with individual members. They also track JLA volunteers' service hours and may communicate with the organization if members are in danger of not meeting their requirements.

The Placement Chair-Elect may be reached at placementelect@jlaustin.org and the Placement Chair may be reached at placement@jlaustin.org.

- **Community Vice President:** The Community Vice President (VP) is responsible for fostering the relationship between JLA and its partner organizations on a broader level, including through the implementation of this agreement. The Community VP is the primary contact for signed agreements and associated attachments and manages partner organizations' reporting requirements. Partners should feel free to reach out to the Community VP with questions about JLA, its programming, ideas for additional partnerships, or for opportunities to network with other partner organizations. Issues

related to this agreement or with placement details that cannot be resolved through the PC, CPC, and Placement team should be automatically escalated to the Community VP.

The Community VP can be reached at communityvp@jlaustin.org. All written materials may be mailed to JLA at the following address:

The Junior League of Austin
ATTN: Community VP
5330 Bluffstone Lane
Austin, TX 78759

Project Period

Except as otherwise stated, the term of this agreement shall begin June 1, 2025, and terminate on May 31, 2026. A new agreement will be issued in each year of a multi-year agreement.

Grant Award

The Junior League of Austin agrees to contribute grant funds in the sum listed in the organization's Community Partnership Agreement, which shall be used by the organization for the benefit of the project(s) approved through this application process.

Grant funds will be disbursed by the Junior League no earlier than July 1, and upon completion of all the following activities:

- a) Signed acceptance of the grant agreement,
- b) Submission of proof of insurance and volunteer preparation form, and
- c) Initial engagement of Junior League of Austin volunteers.

Grant funds are contingent upon the Junior League being reasonably satisfied that grant funds will be used for the purposes outlined in this agreement. Failure to fulfill the requirements of this agreement, including submissions of required reports, may result in the required repayment of funds by the organization to JLA.

The Junior League may request a copy of any certified or uncertified financial statements or budget of the organization and is entitled upon request to examine the financial records of the organization upon reasonable notice during regular business hours.

Funding Off-Years

Per JLA's General League Policies and Procedures, an agency may request funding for no more than three consecutive years. In the fourth year, the agency may request volunteers only. In the fifth year, the agency may start another three-year funding cycle. Agencies participating in their funding off-year will see a value of \$0 as their award amount.

Funding in Two-Year Agreements

Agencies participating in a two-year agreement are not guaranteed level funding across both project years. Two-year agreements do not exempt agencies from a funding off-year in their fourth consecutive year.

Volunteers

Approved Placements

Grant funding is contingent upon the organization providing sufficient volunteer opportunities for the approved project in the manner and structure approved through the JLA Researchers process. The organization will provide JLA volunteers and leadership with information about the placement, orientation and training, board meetings, or other information necessary to manage JLA volunteers' experience with the partner organization.

Should a placement's structure or availability change from what is approved, it is the responsibility of the organization to communicate any changes in writing to the Placement Chair, the Placement Chair-Elect, and the Community VP and work with JLA to make reasonable accommodations for placed members. Failure to provide and execute an agreed-upon plan may result in the repayment of grant funds.

Volunteer Rosters

The Placement team, including the Placement Chair, Placement Chair Elect, CPC, and/or PC, will send the organization the names and contact information of the volunteers placed with the organization prior to the start of placement activities. The Placement team will also communicate any changes in the volunteer rosters if and when member situations change over the scheduled course of the placement.

Placement Requirements

JLA members are required to complete 50 hours of service during the designated placement period, as listed below:

- Year-round placements: September 1, 2025-May 15, 2026
- Summer placements: June 1-August 31, 2025
- Fall placements: September 1-December 31, 2025
- Spring placements: January 1-May 15, 2026

Members in year-round and spring-concentrated placements must complete all hours by May 15, to allow JLA leadership sufficient time to evaluate the members' records before the end of the JLA year on May 31. Partner organizations should make a good faith effort to work with JLA volunteers to ensure that they each have sufficient volunteer opportunities to fulfill their hours requirement by the deadline stated above. Please work with the contacts listed above if you have questions or concerns about the availability of hours and volunteers' ability to complete their placement.

Training and Orientation

The organization agrees to offer timely and appropriate training to volunteers placed with their organization and to communicate the availability of that training to the placed volunteers, the organization's Project Chair, the appropriate Community Project Coordinator, the Placement Chair-Elect, and the Community VP.

Project Chair Board Attendance

Board meeting attendance is an important way for your Project Chair to become more familiar with your organization and observe nonprofit management practices that may differ from JLA's. Project Chairs should be invited to attend all meetings of your organization's board of directors solely in an advisory capacity and not as a director during this project's term. To facilitate this process, please provide the dates for your 2025-2026 board of directors' meetings in the Volunteer Preparation Form or at the earliest available date.

Project Chairs are not expected to attend meetings of the executive board (if applicable) or closed sessions. If your organization prohibits attendance by non-directors at board meetings or if the Project Chair would be prohibited from attending at least one board meeting during the project period, please make a note in your Volunteer Preparation Form and notify the Community VP and the Placement Chair-Elect.

Reporting Requirements

Volunteer Preparation Form

The organization is required to complete and submit the Volunteer Preparation Form prior to May 31, 2025, as part of the agreement package. The form will include information necessary to support the successful orientation of JLA members to the organization and a list of staff responsible for the organization's relationship with JLA and its members, including, at least, the executive director, a volunteer coordinator, and any other related staff. It is especially important that organizations with summer placements complete this form as soon as possible.

Mid-year and Final Reports

Community partner agencies, including those not receiving funding, are required to submit a mid-year and a final project report. The report will be completed in the manner and according to a schedule communicated by the JLA Community Vice President with the mid-term report due prior to January 10, 2026, and the final report due prior to May 10, 2026. The reports will include questions regarding volunteer participation, quantitative and qualitative impacts of JLA volunteers on the organization and its programming, and lessons learned.

Insurance

The organization is required to maintain at all times and at its own expense a comprehensive general liability insurance policy that is written on an occurrence basis and 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 and with The Junior League of Austin, its members, officers, directors, and employees named as additional insureds. If the policy is canceled or transferred, the organization must give thirty (30) days prior written notice to JLA.

The organization must provide a certificate of insurance and all renewals to the Community VP either via email or hard copy sent to the JLA Community Impact Center at the address listed above.

The organization agrees to indemnify, defend and hold harmless the Junior League and its members, officers, directors, and employees of and from any and all third party claims, demands, actions, causes of action, liabilities, and expenses (including attorneys' fees and all

other reasonable expenses of litigation or defense against claims) arising out of or related to any and all obligations of the Junior League under this agreement, and any acts or failure to act by any Junior League member in connection with any volunteer placement under this agreement. This requirement does not apply to any governmental entity which is prohibited by the Texas Constitution or any state law or regulation from indemnifying the Junior League.

Partnership Communications and Logo Use

Use of JLA Community Project Logo

The partner organization is expected to incorporate the JLA community partner logo and include the words “A Project of The Junior League of Austin” in all publicity that refers to the project for which JLA provides volunteers, unless the publicity does not refer to any partners, donors, or other sponsors. This includes, but is not limited to, recognition on the organization’s website, sponsor acknowledgements and social media. Examples of use must be provided as a part of the mid-term and/or final reports and may be submitted to the Community VP at any time during the project period.

JLA will provide multiple high-resolution versions of the 2025-2026 JLA Community Partner logo for use by partner organizations.

The organization will submit its plan for recognizing JLA no later than June 30, 2025, as part of the Volunteer Preparation Form. If it is impractical or overly burdensome for the organization to publicly recognize JLA, the organization must provide a written statement to JLA outlining the challenges.

The organization may not continue to use the JLA logo outside of an active community partner program agreement and must remove the logo upon request of JLA prior to the end of the grant period.

Promotion of Community Partners

JLA is also committed to showcasing its community partners throughout the project period. Each organization should submit a high-resolution copy of its logo, in a format as close to square as possible, along with any brand guidelines or restrictions to the Community VP as part of this agreement to ensure that JLA remains in alignment with the organization’s brand use requirements.

Community partners are asked to support and participate in efforts to spotlight JLA partnerships, including by decorating a tree for the community garden at A Christmas Affair in November. Details and guidelines will be shared through the Community VP.

Partnership Termination

JLA may, in its sole discretion, review the performance of the organization under this agreement and withdraw some or all of its volunteers, terminate this agreement, or exercise other remedies if JLA reasonably determines that:

- i) the partner organization's obligations outlined in this agreement and in the community partner program grant application are not being performed in accordance with the terms hereof,
- ii) continued performance of this agreement might jeopardize JLA's tax-exempt status,

- iii) continued performance of this agreement might adversely affect JLA's reputation in the community, or
- iv) continued performance of this agreement exposes JLA volunteers to unsafe conditions or situations, as determined by JLA.

The termination of this agreement will be effective as of the termination date included in the notice but at least thirty (30) days after the date of the notice. If the agreement is terminated due to exposure to unsafe conditions or situations, the termination is effective immediately upon notice.

Upon termination of this agreement, neither JLA nor the partner organization shall have any obligation of future performance, but neither is relieved of any failure to perform obligations under the agreement prior to the termination date. The JLA will review the organization's performance prior to termination and the reason for the termination and, if the grant award has already been disbursed, determine if the organization is required to repay the grant award.

Anti-Discrimination

By entering this agreement, the organization agrees to the following anti-discrimination statement: The Junior League of Austin and its community partners do not and shall not discriminate on the basis of gender identity, sexual orientation, disability, age, military or veteran status, race, religion or national origin in any of its activities or operations.