team4tech

NPO Onboarding Kit

Contents

Introduction

Thank you for your interest in partnering with Team4Tech! This document is intended to provide our prospective project partners with an overview of our approach, collaboration processes, and project monitoring requirements so that we can jointly benefit as many students and teachers as possible. We hope to have the opportunity to work with you!

Background

Team4Tech is an immersive service learning program for technology professionals with an interest in improving the quality of education for underserved students around the world through effective technology integration. By partnering with non-profit organizations (NPOs) who can benefit from the support of technology volunteers, Team4Tech seeks to improve learning outcomes, 21st century skills, engagement, efficiency and community development for students and teachers around the world. Team4Tech's short-term, dynamic volunteer training program also benefits corporate partners by developing volunteers' 21st century leadership skills, expanding their global mindset, and boosting employee engagement. Please read more about Team4Tech's past and upcoming projects here.

Founded in September 2012, Team4Tech aims to build long-term (3-5 year) partnerships with NPOs that have a demonstrated track record of improving educational outcomes and expanding economic opportunities for underserved populations. For projects focused on K-12 education, Team4Tech volunteers deliver teacher training on digital literacy, content-specific software and 21st century education. Volunteers on vocational- and entrepreneurship-focused projects deliver training on financial literacy, financial inclusion, business development, marketing strategy and product innovation. Team4Tech strives to deploy at least one team of volunteers per project per year for 3-5 years to help ensure full program integration, sustainability, and high quality impact evaluation. Please read more about Team4Tech's impact in our yearly Impact Reports.

> Since 2013:
>
> 450 Team4Tech Volunteers from 38 Technology Companies have participated in 50+ Projects in 14 Countries, benefitting over 50,000 Learners, Teachers & Entrepreneurs

Team4Tech's Model

Journey to 21st Century Teaching and Learning

While each Team4Tech collaboration is unique, most engagements follow a three-phase cycle which begins by establishing a relevant technology foundation and builds teachers' digital literacy and technical capacity. Projects build from this foundation to integrate relevant educational software and digital content to meet the defined learning objectives. The final phase emphasizes student centered teaching and learning, with capacity building workshops for teachers around project based learning and other activities to build 21st century skills.
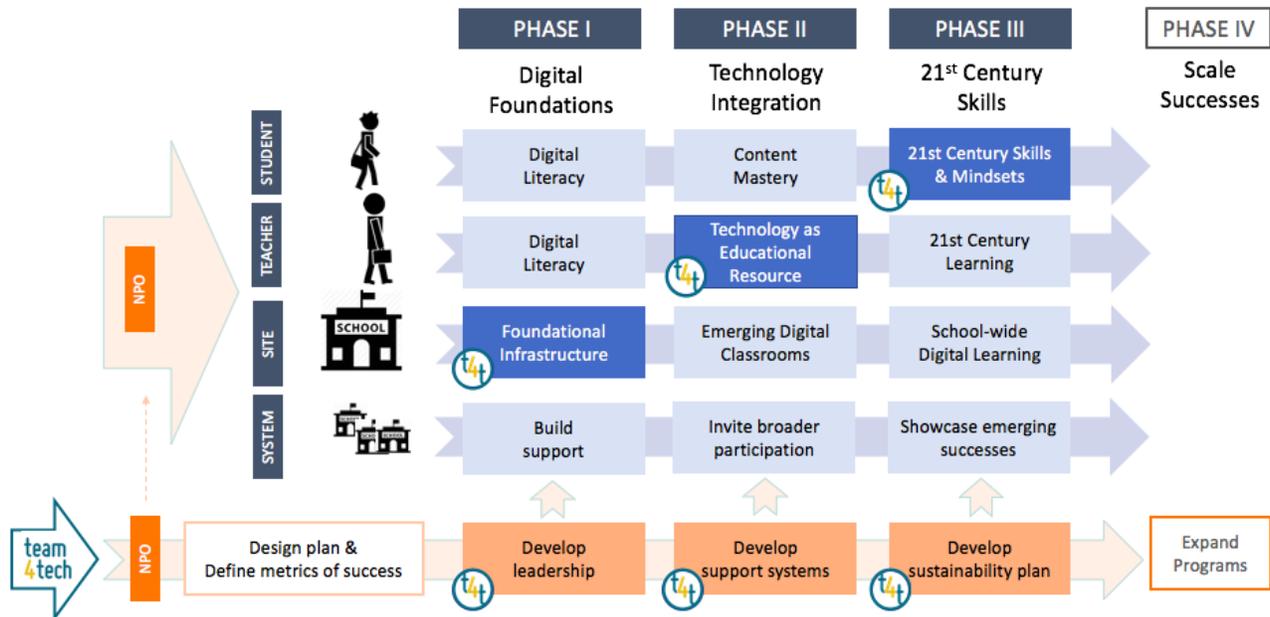
3-5 Year Engagement Model

Programs typically require 3-5 years before technology can move from a sideline focus on digital literacy to an integrated element of core subject teaching. With each successive team, Team4Tech seeks to advance teacher skill and confidence so that digital content and educational software can be used to improve the quality of core instruction. A typical program life cycle is 3-5 years, with at least one volunteer team per year supporting the engagement. When planning for a project, partner NPOs should consider their 3-5 year engagement and program goals with Team4Tech and how these can be achieved through a series of annual, two-week volunteer engagements.

Program Costs

While Team4Tech covers all volunteers' expenses and can provide up to a 15,000 USD matching grant to NPOs for start-up technology needs, it is important for NPOs to account for operational and administrative costs when engaging in a Team4Tech project. Costs could include:

- Staff Support – logistics planning, host support
- Monitoring & Evaluation – data collection, data analysis

- Matching Grant Funds – funds to match the grant Team4Tech may offer
- Teacher Training Costs – teacher accommodations, transportation, food, and any required overtime associated with the project training
- Recurring Infrastructure Costs – Internet connectivity, equipment maintenance

When applying to become a Team4Tech partner, please take these monetary costs and staff support time into account.

NPO Partner Brings

Accredited Nonprofit

An accredited nonprofit focused on improving the quality of early childhood, primary, secondary or vocational education.

Staff Support

Local staff that can actively engage before, during and after the project to support scoping, implementation and evaluation.
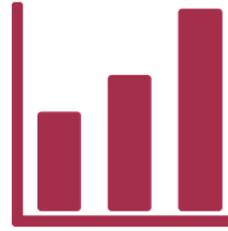
Impact Assessment

The ability to define and measure concrete teaching and learning objectives, with support from Team4Tech's Monitoring and Evaluation Toolkit.

Logistics Planning & Host Support

Local staff who can assist with logistics planning and hosting during the project.

Benefits of Team4Tech

Team4Tech's NPO partners receive full-time volunteer support from 5-12 professionals from leading technology companies for 1-2 weeks on the ground. They help identify relevant technology solutions and train local teachers and staff on how to use technology and 21st century teaching skills to improve student outcomes. In addition, NPO partners may receive up to a 15,000 USD matching grant to help purchase hardware, software, and other necessary infrastructure for the project.

Team4Tech Brings

Technology Volunteers

Team4Tech partners with leading technology companies to engage their employees on the project, and we cover the full in-country costs for the volunteers.

Software & Content

Team4Tech works with technology volunteers and nonprofit partners to identify relevant technology solutions.

Teacher & Entrepreneur Training

To ensure sustainability and maximize impact, Team4Tech focuses on teacher and entrepreneur training to reach more students.

15,000 USD Matching Grant

Team4Tech can provide a matching grant of up to 15,000 USD for nonprofit clients to purchase hardware, software and other necessary infrastructure to get started.

Matching Grant Qualifications

Team4Tech may make an annual matching technology grant to an NPO partner to help support the purchase of necessary technology infrastructure for project implementation. In order to qualify for a matching grant, NPO partners must meet all of the above partnership criteria. Grant funds can be used to purchase:

- Software: purchases, licenses (provided the nonprofit can demonstrate they have the willingness and ability to continue paying for the software subscription if it's effective at delivering outcomes)
- Peripherals: headsets, speakers, microphones, projectors, whiteboards
- Supporting infrastructure: classroom furniture (tables, desks, chairs), security cabinets
- Training expenses: venue rental, catering, transportation for participants

The Team4Tech grant should not be used for:

- Purchasing hardware/software that doesn't benefit the teachers and students, i.e. for headquarters staff
- NPO staff time for managing and planning the Team4Tech project

NPO clients are expected to match the funding with cash or in-kind investments to demonstrate support for the project. Things that can be included as part of the match, include:

- Monetary donation to purchase additional hardware, software, peripherals, and/or supporting infrastructure.
- Staff stipend to compensate for training, including accommodation, transportation and food. Salary for an IT technician.
- NPO paid consultant's time to participate in the project.
- Donated equipment, including hardware, software, peripherals, and/or supporting infrastructure.
- Recurring technology costs: Internet subscriptions and electricity expenses
- Other incremental costs associated with project implementation

Partner Requirements

Team4Tech partners with a range of NPOs that are focused on improving the quality of pre-primary, secondary, vocational, and entrepreneurship education. In order to be a Team4Tech partner, the organization must meet these minimum requirements:

- ☐ Be an accredited non-profit or non-governmental organization in the country of operation.
- ☐ Have existing projects focused on improving the quality of pre-school, primary, secondary, vocational education, and/or entrepreneurship education.
- ☐ Desire to use technology to enhance the quality of teaching and learning and have specific, measurable goals for the project.
- ☐ Be in a location that is safe and secure to host volunteers.
- ☐ Reach a minimum of 700 unique learners per year.
- ☐ Be able to match the requested Team4Tech grant amount with other funds (up to 15,000 USD) for the purchase of technology infrastructure.
- ☐ Assign at least one point-of-contact staff person who can dedicate up to 5 hours per week and respond to all Team4Tech inquires within 48 hours. This person will help with logistics and on-the-ground support, including advice on accommodations, local transportation and local cultural excursions.
- ☐ Attend a minimum of 1-hour weekly calls for 4 months prior to the project implementation.
- ☐ Have plans to sustain and continue the project and its impact.
- ☐ Submit the following documents and forms with high quality responses before the stated deadlines:
    - ☐ NPO Expression of Interest (6+ months before proposed project)
    - ☐ NPO Program Proposal (5+ months before proposed project)
        - ▪ Grant Budget (if applying for a matching grant)
    - ☐ NPO Program Development Plan (ongoing once accepted)

Project Timeline

Stage 1: Concept & Definition	Stage 2: Design & Development	Stage 2: Design & Development	Stage 4: Project Implementation	Stage 5: Project Follow-Up
6+ months Pre-project	**5+ months Pre-project**	**4-5 months Pre-project**	**1-2 weeks In-country**	**12-14 months Post project**
NPO fills out Expression of Interest form that assesses whether the proposed project fits Team4Tech's three main criteria: ✓ Alignment with volunteer skills and safety ✓ Measurable impact ✓ Project sustainability	Team4Tech evaluates Expression of Interest form and contacts qualified NPOs via email to submit the following information via the Program Proposal form: ✓ Long- and short-term goals ✓ Detailed plan for evaluation and sustainability ✓ Impact number estimates ✓ Proposed grant budget (if applicable) ✓ Other project details	If application is approved, Team4Tech works with NPO to refine project scope using a Program Development Plan: ✓ Create detailed daily project schedule ✓ Finalize monitoring & evaluation plan and collect baseline data at least 4 weeks before project implementation ✓ Plan logistics including local transportation, accommodation, translation, and meals ✓ Finalize and secure equipment needs and budget. Secure matching funds (if applicable). ✓ Sign NPO partner agreement and grant agreement (if applicable)	A team of 5-12 volunteers will spend 1-2 weeks with teachers, students, entrepreneurs, and/or staff to execute the project plan. NPO partners should expect to assist with: ✓ General logistics ✓ Hardware security ✓ Organization and logistics for beneficiaries ✓ Collection of project output data	After the team departs, the NPO is responsible for project sustainability in accordance with the Program Development Plan: ✓ Monthly calls with Team4Tech to share progress and update Program Development Plan ✓ M&E: Collect and report 6-month and 12-month outcome data ✓ Any necessary tasks to ensure project sustainability
Est time: 30 minutes	Est time: 3 hours/week	Est time: 3 hours/week and 6 hours to collect and submit baseline data	Est time: 8 hours/day	Est time: 1 hour of calls/month and 8 hours to collect and report outcome data

Stage 1: Expression of Interest

The Expression of Interest is a quick [online form](#) to assess whether the NPO meets Team4Tech's minimum criteria. These criteria are:

1. Volunteer Skills & Safety: What skills are needed for the project? Is the location safe for volunteers?

2. Measurable Impact: How many teachers will we train? How many learners will be reached in the first year? What are the existing teaching and learning approaches, challenges, and successes? What does the NPO want to achieve with this project? How will the NPO measure the project's impact?

3. Project Sustainability: How will the NPO ensure the project's sustainability for teaching and IT maintenance?

Team4Tech will read the Expression of Interest, and if it meets the minimum requirements, the NPO will be contacted via email to fill out the Program Proposal (Appendix B). Additionally, if the NPO wishes to apply for a matching grant, the grant budget (Appendix C) is also required at this stage. The main component for the project application phase includes:

1. Long-Term Program and Short-Term Project Goals – In order to create long-term success, the NPO must be able to articulate its 3-5 year programmatic goals, as well as its 1-year project goals. Some questions to consider are:

    a. What are the beneficiaries' current challenges and needs (teachers, learners, administrators, nonprofit staff, and/or entrepreneurs)?

    b. How can Team4Tech's offering of education technology, 21st century teaching and technology industry volunteers help overcome these challenges?

    c. How do the short-term project goals relate to the long-term program goals? How do these goals contribute to the NPO's mission?

    d. If applicable, the NPO must submit an equipment budget (type of equipment, number of units, and cost) so there is sufficient time for the NPO to purchase and ship the equipment before the volunteers arrive.

    e. If the NPO currently collects indicators and metrics to measure impact, please include a summary of the data in the Program Proposal, as it will help Team4Tech guide future M&E discussions. Examples might include test scores, attendance rates, teacher performance metrics, etc.

Stage 3: Project Preparation

If the partnership is approved, Team4Tech will work with the NPO partner to finalize the project scope and logistics using Team4Tech's Program Development Plan. This includes:

1. Weekly Calls – The Team4Tech Program Director will hold weekly calls with the NPO staff to refine the project using the Program Development Plan. This document defines project details and builds on the programmatic goals already set forth in the Program Proposal.

2. Monitoring & Evaluation – Monitoring and evaluating outcomes is an extremely important aspect of a successful Team4Tech partnership. The Team4Tech Program Director will also assist NPOs in framing their M&E strategy using the Program Development Plan. Some questions to consider are:

    a. Does the NPO measure impact currently? If so, how?

b. What does the NPO want to achieve with this project? How would impact be measured?

c. What are some challenges?

d. Who will be responsible for collecting the data?

3. Grant Budget and Agreement – Team4Tech offers up to a 15,000 USD grant for purchasing start-up equipment for the project. This can include computers (tablets, laptops, and desktops), headsets, mice, software licensing, etc. All NPOs that receive a grant must match the equivalent amount with their own funds.
   a. The NPO must sign the NPO grant agreement (Appendix D) and the Team4Tech Agreement for Donated Services (Appendix E).

4. Volunteer Weekly Preparation Calls – 6-8 weeks before the project, the Team4Tech Program Director will run weekly preparation calls with the volunteers.
   a. First call: NPO staff will provide an introduction about the organization and project.
   b. The NPO staff is not required to be on all weekly preparation calls with the volunteers but may be asked to join occasional calls to help guide the preparation and offer feedback.

Stage 4: Project Implementation

During the 1-2 weeks of project implementation, the NPO dedicates staff to help with logistics and ensure that the project runs smoothly. A typical 2-week training schedule looks like the following:

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Arrive	Orientation with NPO and community	Class observation, Equipment set up & finalize lesson plans	Teacher training workshop	Teacher training workshop	Teacher training workshop	Open Day
Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14
Cultural excursion day for volunteers	Facilitated teacher practice & coaching	Facilitated teacher practice & coaching	Facilitated teacher practice & coaching	Facilitated teacher practice & coaching	Project Debrief Awards ceremony	Depart

Stage 5: Project Follow-Up

Team4Tech works with the NPO in a 3-5 year engagement to ensure full technology integration and sustainability. Project follow-up tasks include:

1. File and Photo Sharing – Team4Tech and the NPO partner will share photos, workshop slides, and lesson templates.

2. Monthly Calls – Team4Tech and NPO staff will hold monthly calls to stay abreast of project impact M&E, help troubleshoot issues, and discuss the need for follow-up teams of volunteers. The Program Development Plan will be used to guide these monthly conversations. Any support requests from the NPO to volunteers should be directed through Team4Tech staff.

3. NPO partner submits 1-year Final Monitoring and Evaluation Report: After the first project engagement, Team4Tech will support the NPO in presenting a 6-month draft report. Team4Tech will also work with the NPO in presenting a 1-year Final Monitoring and Evaluation Report. This report will help define and inform plans for future projects.

In-Country Project Implementation

Draft Report @ 6 months

Final Report @ 1 year

monthly check-in meetings
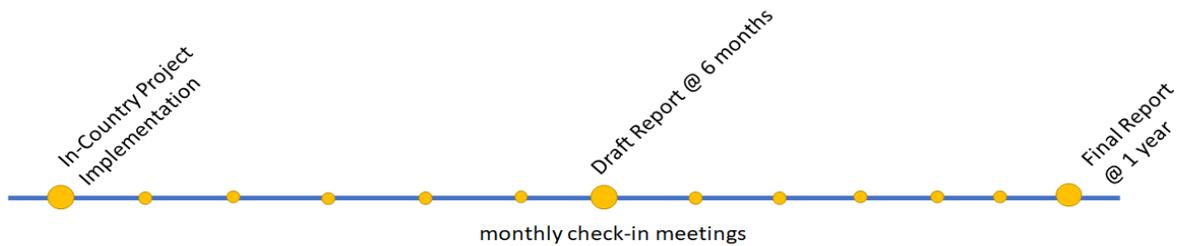
Monitoring & Evaluation

A key part of Team4Tech projects is monitoring and evaluating the impact on educational outcomes. Team4Tech provides a Monitoring & Evaluation Toolkit for our NPO partners which furnishes additional ideas and resources to support our NPO partners' existing M&E structures. Team4Tech works closely with our NPO partners to measure the impact of projects for learners (pre-primary to secondary, vocational and entrepreneurs), teachers, school administrators, and NPO staff. For each project, the NPO must choose at least one outcome metric across five possible outcome categories to measure and report.

	LEARNING OUTCOMES	21ST CENTURY SKILLS	ENGAGEMENT	EFFICIENCY	COMMUNITY DEVELOPMENT
LEARNERS (PRE-PRIMARY TO SECONDARY, VOCATIONAL, ENTREPRENEUR)	Scholastic Performance Vocational Skill Knowledge Business Knowledge	Collaborative Problem Solving ICT Skills	Enthusiasm & Motivation Empowerment	Productivity	Business Performance
TEACHERS/ SCHOOL ADMIN/ NGO STAFF	Professional Development Activities Recognition	Collaborative Problem Solving ICT Skills Skills Integrated into Practice	Enthusiasm & Motivation	Investment ICT in School Management Productivity	Community Support

We look forward to receiving your application and partnering with you!

For more information, please visit Team4Tech's website at www.team4tech.org or

email Julie Clugage, Executive Director & Co-Founder, at julie@team4tech.org.

Appendix A: Program Proposal

Team4Tech works to amplify the impact of nonprofit organizations (NPOs) that have shown an ability to improve the quality of education in their communities, and to expand economic opportunities for their communities. Eligible NPOs have a vision for how technology can help them advance their teaching and learning goals. Team4Tech provides ongoing pro bono consulting and technology grants over a three to five-year partnership, with the goal of integrating technology into educational settings and advancing 21st century skills in the community. Team4Tech believes that this approach can further expand educational and economic opportunities for the entire community.

Team4Tech typically provides one team of pro bono technology consultant volunteers per year during the three to five-year collaboration with an NPO partner. This ongoing effort ensures the sustainability of the NPO's program.

This Program Proposal is the first step in a Team4Tech collaboration. This document allows us to evaluate whether the NPO is aligned with Team4Tech's mission. It will also help us to define the goals of the collaboration.

Program Goals

1. Please list the name, title, role, and email, mobile phone, and skype username for all staff who will work on this program.

2. In your own words, briefly describe your organization's mission.

3. What objective(s) is your organization currently working towards in order to achieve its mission? (e.g., list specific programs underway)

4. How could an increase in technological capacity, skills, hardware, software, etc. advance your organization's impact over the next five years? Be as descriptive and as specific as possible about how your programs would change and how and why their reach and impact would improve through technology.

5. Describe how Team4Tech's pro bono consulting teams and technology grants could help you achieve this increased technological capacity? Be specific about what the teams could work on, and what the grants could be used for.

Project Logistics

6. When would be the best time(s) for you to host the first cohort of Team4Tech volunteers (typically for 10 days on-site)? Please provide your top three dates in order of preference.

7. Where is your preferred project location(s)? If you have more than one project location, please list them and state which one you would prefer first.

Project Beneficiaries

Please describe who this partnership would benefit and their current context.

<u>Number to be impacted:</u>
NPO staff:
Pre-primary to secondary learners (please list the number and grade level(s)):
School Administrators:
Teachers (please list the number and subjects):
Vocational learners (please list the number and industries):

8. Describe your beneficiaries' current abilities when using technology. Please provide a link to any baseline or ICT survey conducted previously if you administered such surveys to your beneficiaries in the past.

9. Describe any prior technology projects implemented with these beneficiaries.

10. What is the language of instruction? If the language of instruction isn't English, would you recommend hiring translators? If so, where would you recommend we hire the translators from (e.g. your staff, university students, Peace Corps students etc.)?

11. What technology infrastructure currently exists at the project location? For example, please list the number, type of equipment and operating system for desktops, laptops, tablets, printers/scanners, maker equipment, projectors, servers etc.

12. Describe the resources the project site has for clean and secure storage of technology equipment. Will the new technology equipment be a cause of security problem for your organization or beneficiaries?

13. Describe the source and reliability of your electricity supply.

14. What type of internet connectivity does the location have and what is the upload/download bandwidth?

Technology Infrastructure

15. Do you have initial thoughts on specific technology hardware and software you would like to implement as part of the project collaboration. For example: laptops for teachers, tablets for learners, maker equipment etc.?

16. Are you interested in applying for a Team4Tech matching grant (up to USD 15,000) to help meet the organization's technology needs? If so, do you have the ability to source monetary or in-kind donations to match the USD 15,000? Where would the match come from?

17. How will the technology be maintained so that there is consistent access and functionality for all intended program participants? For example, do you have an IT administrator? Do you

have a budget to cover maintenance IT costs? If not, how do you plan to maintain your technology?

18. What plans are in place, or will be put into effect, to make sure the beneficiaries continue to practice and build the skills gained during this program? For example, do you have an ongoing professional development trainer or point person or ongoing professional development opportunities for your beneficiaries to continue practicing and honing their skills?

19. How will you make sure that key stakeholders continue to support program?

Appendix B: Equipment Budget Template

Team4Tech Grant Budget Template
Project Location, Project Year

Item Description	Unit Cost (local)	Unit Cost (USD)	# of Units	Total Cost (local)	Total Cost (USD)	Team4Tech Cost (local)	Team4Tech Cost (USD)	NGO Cost (local)	NGO Cost (USD)	Actual (A)/ Estimated (E)	Comments
Hardware & Peripherals											
		$0.00		$0.00	$0.00		$0.00		$0.00		
		$0.00		$0.00	$0.00		$0.00		$0.00		
		$0.00		$0.00	$0.00		$0.00		$0.00		
		$0.00		$0.00	$0.00		$0.00		$0.00		
		$0.00		$0.00	$0.00		$0.00		$0.00		
		$0.00		$0.00	$0.00		$0.00		$0.00		
Software											
		$0.00		$0.00	$0.00		$0.00		$0.00		
		$0.00		$0.00	$0.00		$0.00		$0.00		
		$0.00		$0.00	$0.00		$0.00		$0.00		
		$0.00		$0.00	$0.00		$0.00		$0.00		
Other											
		$0.00		$0.00	$0.00		$0.00		$0.00		
		$0.00		$0.00	$0.00		$0.00		$0.00		
		$0.00		$0.00	$0.00		$0.00		$0.00		
Total											
				#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!		
USD to Local Currency Exchange Rate:	1										

Appendix C: NPO Grant Agreement

GRANT AGREEMENT

THIS GRANT AGREEMENT is made as of _____, 201_, between Team4Tech Foundation, a Delaware non-stock corporation ("Grantor"), and _____, an _____ corporation ("Grantee"), with respect to the following:

A.   Grantor has obtained recognition of its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code (the "Code") from the Internal Revenue Service, and is not classified as a private foundation under Section 509(a) of the Code. Grantor's charitable purposes, as stated in its Articles of Incorporation, are to improve the quality of education through the use of technology and technology volunteers. *[Non-US participants – please inquire]*

B.   Grantee is an organization that is tax-exempt under Section 501(c)(3) of the Code that proposes to conduct _____ *(insert a summary statement of the intended purpose and intended result of project, including city or place name)*

C.   In furtherance of its charitable purposes, Grantor now wishes to make a grant to Grantee, in the amount and on the terms and conditions in this Agreement.

NOW, THEREFORE, in consideration of the mutual rights and obligations set forth herein, the parties to this Agreement hereby agree as follows:

1 .   The purpose of this grant is to ____ *(insert a summary statement of the intended purpose and intended result of project*.) The grant will be spent as follows:_____ *(insert budgetary projection of intended purchases including quantities where available, and any other expenditures of grant monies. Make attachment if needed)*

2.   Concurrently with the execution and delivery of this Agreement by Grantee to Grantor, Grantor shall pay to Grantee the sum of _____*(Insert amount in USD)* (the "Grant") for the purposes stated in paragraph 1.

3.   Grantee shall use the Grant solely for the purposes stated in paragraph 1, and Grantee shall repay to Grantor any portion of the Grant, which is not used for those purposes. Any changes in the purposes of the Grant must be approved by Grantor in advance, in writing.

4.   To enable Grantor to fulfill its obligation to supervise and control this Grant, Grantee shall submit three reports to Grantor at specified stages. Grantee shall submit these reports as follows: the first report with baseline information will be submitted two-weeks prior to project start; the second report with post-implementation project data shall be submitted immediately post-project completion; and the third report with outcome metrics will be submitted within twelve months of receiving the grant, unless an alternative arrangement has been mutually agreed upon between Grantee and Grantor. The reports shall describe the charitable programs conducted by Grantee with the proceeds of the Grant, all expenditures made from Grant funds, and shall report on the Grantee's compliance with the terms of this Agreement.

5.   With regard to any subgrantees convenient or necessary to carry out the purposes of the Grant, Grantee shall retain full discretion and control over their selection, acting completely independently of Grantor. There is no agreement, written or oral, by which Grantor may cause Grantee to choose any particular subgrantee.

6.   The Grant shall not be used in any attempt to influence legislation within the meaning of Section 501(c)(3) of the Internal Revenue Code.

7.   Grantee shall not use any portion of the Grant to participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office, to induce or encourage violations of law or public policy, to cause any private inurement or improper private benefit to occur, nor to take any other action inconsistent with Section 501(c)(3) of the Code.

8.   Grantee shall notify Grantor immediately of any change in (a) Grantee's tax-exempt status, or (b) Grantee's executive staff or key staff responsible for achieving the Grant purposes.

9.   Grantee shall make any publications, studies, or research funded by the Grant available to the public in accordance with such reasonable requirements or procedures as may be established by Grantor from time to time.

10.   Grantee hereby irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless Grantor, its officers, directors, trustees, employees, and agents, from and against any and all claims, liabilities, losses, and expenses (including reasonable attorneys' fees), directly or indirectly, wholly or partially, arising from or in connection with any act or omission of Grantee, its officers, directors, employees, or agents, in applying for or accepting the Grant, in expending or applying the proceeds of the Grant, or in carrying out the program(s) or project(s) to be funded or financed by the Grant, except to the extent that such claims, liabilities, losses, or expenses were caused by any act or omission of Grantor, its officers, directors, trustees, employees, or agents.

11.   In the event that Grantee violates or fails to carry out any provision of this Agreement, including, without limitation, failure to submit reports when due, Grantor may, in addition to any other legal remedies it may have, refuse to make any future grants or installment payments of this Grant to Grantee, and Grantor may demand the immediate return of all or any unexpended portion of the Grant, and Grantee shall immediately comply therewith.

12.   This Agreement supersedes any prior oral or written understandings or communications between the parties and constitutes the entire agreement of the parties with respect to the subject matter hereof. This Agreement may not be amended or modified except in a writing signed by both parties hereto.

IN WITNESS WHEREOF, the parties have executed or caused to be executed this Grant Agreement on the dates set forth opposite their signatures below.

Team4Tech

DATED: _____, 201*X*   Signed: _____

Name: _____

Title: _____

[Recipient NPO]

DATED: _____, 201*X*   Signed: _____

Name: _____

Title: _____

Appendix D: Team4Tech's Agreement for Donated Services

AGREEMENT FOR DONATED SERVICES

THIS AGREEMENT FOR DONATED SERVICES (the "Agreement") is made effective as of _____, 201_ (the "Effective Date"), by and between Team4Tech Foundation, a Delaware non-stock corporation and public charity exempt from income tax under Internal Revenue Code Section 501(c)(3) ("T4T"), and [*NAME*], a [*COUNTRY/STATE*] [*TYPE OF ENTITY*] ("Recipient" and together with T4T, the "Parties" and each a "Party").

RECITALS

A.   T4T's charitable purposes, as stated in its Articles of Incorporation, are to improve the quality of education through the use of technology and technology volunteers.

B.   Recipient is a [school] whose purpose is [to provide education and instruction to children] in [*AREA*].

C.   T4T has agreed to make one or more of its employees, and a group of volunteers, available to the Recipient to provide certain services, such as [*DESCRIBE SERVICES*] (the "Services") [as further set forth on Exhibit A]. T4T is providing the Services to Recipient free of charge.

D.   The Parties wish to enter into this agreement to make clear the rights and obligations of the Parties with respect to providing the Services.

NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

1.   Voluntary Services.

a)   T4T hereby agrees to provide the Services on a voluntary basis, free of charge, and Recipient hereby accepts and agrees to such Services being provided. T4T affirms that its intent in providing the Services is to donate the products and expertise of T4T and its volunteers to Recipient for charitable and educational purposes and without contemplation of pay.

b)   Recipient understands and acknowledges that the Services are being provided free of charge, and that T4T (along with its employees and volunteers) may, in its sole discretion and without penalty or recourse, cease providing the Services at any time. T4T understands and acknowledges that Recipient has no obligation to pay for the Services.

c)   Recipient understands that successful implementation of the Services requires active input and participation from Recipient, its staff, and its representatives, and Recipient hereby agrees to make available to T4T free of charge all information, personnel, and materials reasonably requested by T4T to enable it to provide the Services hereunder, both before, during and after the Service Project (defined below). The Parties will use good faith efforts to reasonably cooperate with each other in all matters relating to the provision and receipt of the Services.

2. <u>Service Period</u>.

a) T4T intends to provide the Services beginning [*START DATE*] and ending [*END DATE*] (the "<u>Service Project</u>"), however the dates of the Service Project may change, or the Service Project cancelled, in T4T's sole discretion. Following the Service Project, T4T may, in its sole discretion, choose to provide ongoing suggestions and guidance to help implement and integrate the programs and systems provided during the Service Project ("<u>Ongoing Services</u>"). Like the Services, the Ongoing Services will be provided on a volunteer basis, free of charge, and may be terminated, in T4T's sole discretion, without penalty or recourse at any time.

b) This Agreement shall begin upon the date first written above and shall terminate upon the earlier of (i) the completion of the Ongoing Services or (ii) termination pursuant to Section 8 below.

3. <u>No Agency</u>. The Parties hereto are independent contractors and nothing in this Agreement is intended to, nor will it, create any agency, partnership or joint venture relationship between them. With respect to any third party, no Party hereto, or any of its officers, directors, employees or agents, will have the right or authority to bind or otherwise obligate the other Party hereto in any way as a consequence of this Services Agreement.

4. <u>No Warranty</u>. To the maximum extent permitted by applicable law, the Services are provided "as is" without warranties, conditions, representations, or guarantees of any kind, either expressed, implied, statutory, or otherwise, including but not limited to any implied warranties or conditions of merchantability, satisfactory quality, title, noninfringement, or fitness for a particular purpose. Recipient bears the entire risk as to the results, quality, and performance of the Services should the Services prove defective or inadequate. No oral or written information or advice given by T4T or its representatives or volunteers shall create a warranty.

5. <u>Limitation of Liability</u>: To the maximum extent permitted by applicable law, in no event and under no legal theory shall T4T or any other person who has been involved in the creation, production, or delivery of the Services be liable to Recipient or any other person for any general, direct, indirect, special, incidental, consequential, cover, or other damages of any character arising out of the performance of the Services or any inability to utilize the Services, including but not limited to personal injury, illness, death, property damage, loss of data, or any other liability. Recipient acknowledges and agrees that this limitation of liability covers liability, claims, costs, or actions caused entirely or in part by any acts or failures to act by T4T, its employees, volunteers, representatives, or any other party, including but not limited to gross negligence, mistake, or otherwise.

6. <u>Release and Authorization to Video/Photograph/Record</u>: Recipient hereby grants permission to T4T and its employees, volunteers, and agents, to use and to allow others to use the name, recorded voice, image, picture, or likeness of Recipient's employees, volunteers, agents, and any other persons befitting from the Services, in any live or recorded audio, video, photographic display, or other transmission, for purposes of reporting, evaluating, promoting, and publicizing

T4T, the Services, or any events or programs held, sponsored or supported by T4T, and hereby waives any rights of compensation or ownership thereto.

7. <u>Publicity</u>. Recipient agrees to acknowledge T4T in all internal and external marketing communications, including but not limited to, website communications, press releases, blogs, social media, or any public statement concerning the Services. Recipient further agrees to consult with and abide by any direction from T4T on how Recipient publicly represents its association with T4T. Without limiting the generality of the foregoing, Recipient may not use T4T's trademarks, or any content in which T4T holds a copyright or any other materials in which T4T has a proprietary interest, without the T4T's prior written consent.

8. <u>Amendment of this Agreement</u>. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing by each of the Parties. No waiver of any of the provisions of this Agreement shall be binding unless in the form of a writing signed by the Party against whom enforcement of the waiver is sought, and no such waiver shall operate as a waiver of any other provisions hereof (whether or not similar), nor shall such waiver constitute a continuing waiver. Except as specifically provided herein, no failure to exercise or any delay in exercising any right or remedy hereunder shall constitute a waiver thereof.

9. <u>Termination</u>. Either Party may terminate this Agreement at any time with or without cause by written notice to the other Party, effective thirty days after receipt of such notice by the addressee or such later date as may be specified in such notice.

10. <u>Survival</u>. Sections 3, 4, and 5 shall survive the termination of this Agreement.

11. <u>Entire Agreement</u>. This Agreement is the entire agreement and supersedes any other agreements between the Parties with respect to the subject matter hereof.

12. <u>Binding Effect</u>. This Agreement shall be binding upon, inure to the benefit of, and be enforceable by the parties and their respective successors, assigns, and personal and legal representatives.

13. <u>Severability</u>. If any provision (or portion thereof) of this Agreement shall be held by a court of competent jurisdiction to be invalid, void, or otherwise unenforceable, the remaining provisions shall remain enforceable to the fullest extent permitted by law. Furthermore, to the fullest extent possible, the provisions of this Agreement (including, without limitation, each portion of this Agreement containing any provision held to be invalid, void, or otherwise unenforceable, that is not itself invalid, void, or unenforceable) shall be construed so as to give effect to the intent manifested by the provision held invalid, void, or unenforceable.

14. <u>Governing Law</u>. This Agreement shall be governed by and construed under the laws of the State of California, without regard to provisions regarding choice of laws.

15. <u>Counterparts</u>. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have duly executed and delivered this Agreement as of the day specified above.

TEAM4TECH FOUNDATION

By: _____
Name:
Title:

[*RECIPIENT*]

By: _____
Name:
Title:

EXHIBIT A

Project Description