



Soldiers' Angels
Outreach Angels Network

Community Network Coordinator
Agreement/Application Letter

Thank you for your willingness to participate as a Community Network Coordinator for SA Outreach Angels Network. You are about to join a Network of Coordinators who are dedicated to inspiring and assisting Outreach Angels - to enable them to succeed in supporting our military, their families and our veterans by following Soldiers' Angels mission and goals, recruiting new Outreach Angels, participating in fundraising and donation activities, and spreading the successes that Soldiers' Angels is capable of doing.

The following is a checklist to guide you through this application process.

- 1 Carefully review the following agreement, items 1-11. If you have any questions, please do not hesitate to contact the CNC Coordinator at cnccoordinator@soldiersangels.org
- 2 Fill in the pertinent application information about yourself as requested.
- 3 Make a photocopy of your State's Driver's License and attach to application.
- 4 Make a photocopy of this agreement/application for your records
- 5 **Mail** your application/agreement to:
- 6 **Soldiers' Angels**
1792 E. Washington Blvd
Pasadena, CA 91104

Once this agreement/application has been reviewed, you will be contacted by the Outreach Angels National Network Director, who will guide you, providing you with appropriate contacts, and necessary information and tools to make you and your Outreach Angel's goals and projects successful.

On behalf of Soldiers' Angels, the brave military soldiers, veterans and their families:
Thank you for making this important decision to be a Community Network Coordinator.



**Soldiers' Angels
Outreach Angels Network
Community Network Coordinator
Job Description**

Description:

As a Community Network Coordinator you will be responsible for overseeing a designated area within your state; assisting and supporting assigned Outreach Angels within that area; recruit new Outreach Angels; participate in fundraising and donation events; and following the mission, goals and Code of Ethics as set forth by Soldiers' Angels.

Responsibilities:

1. Greet new assigned Outreach Angels via email, offer assistance with start-up.
2. Maintain a spreadsheet or list of your Outreach Angel names, addresses, phone numbers and email addresses.
3. Share communication notices to your Outreach Angels, such as from Soldiers' Angels Newsletters, Outreach Alerts, PR publications, special projects information, Team notices, and state/area activities, as necessary.
4. Encourage and support Outreach Angels with information that assists them in organizing SA community presentations, fundraising and donation events, and recruitment drives.
5. Clarify the Code of Ethics, and the rules and procedures regarding monetary and/or collection drives and fundraisers events. (Information is in your coordinators e-kit)
6. Supervise reports and procedures for proper handling of monetary and/or collection donations as in the rules provided in your coordinators e-kit.
7. Responsible for brief monthly reports summarizing your activities as a Community Network Coordinator, as well as a summary of successes by your Outreach Angels.
8. Acknowledge communications from your designated community and assigned Outreach Angels. Forward calls and emails to other appropriate person/team as necessary.
9. Utilize the dedicated official email account that has been created for you as a Community Network Coordinator.
10. Participate in Soldiers' Angels Forum. Give attention to your State Forum section.



Soldiers' Angels Outreach Angels Network Community Network Coordinator Agreement/Application

This agreement made this (insert day) _____ day of (insert month) _____, (insert year) _____, by and between Soldiers' Angels and (**Print your name**): _____.

I am applying for the position of Community Network Coordinator, Soldiers' Angels Outreach Angels Network. I agree that I shall follow all terms and conditions established by Soldiers' Angels as set forth herein and as modified from time to time by Soldiers' Angels in its sole discretion.

1. I understand and agree that all positions within Soldiers' Angels/Outreach Angels Network are on a strictly volunteer basis and as a member of Soldiers' Angels, I am supporting members of the military soldiers, their families and veterans.
2. I agree to uphold the duties and responsibilities as identified in Community Network Coordinator description provided to me. I understand that the duties and responsibilities of the Community Network Coordinator may be modified from time to time in Soldiers' Angels/Outreach Angels Network sole discretion.
3. I understand that a Community Network Coordinator serves at the sole discretion of Soldiers' Angels/Outreach Angels Network, and maybe removed at anytime for any reason or no reason whatsoever.
4. I understand and agree that all materials provided (templates, reports, guidelines, electronic data, etc.) by Soldiers' Angels/Outreach Angels Network, are the exclusive property of Soldiers' Angels and shall only be used as instructed by Soldiers' Angels and Outreach Angels Network.
5. I understand and agree that at any time any materials in my possession belonging to Soldiers' Angels/Outreach Angels Network must be returned to, or destroyed, as instructed.
6. **I understand and agree that upon receipt of any and all donations (monetary and/or other personal property); the donations become the exclusive property of Soldiers' Angels and unless instructed otherwise by Soldiers' Angels/Outreach Angels Network, shall be immediately sent to Soldiers' Angels/Outreach Angels Network as directed.**
7. I understand and agree that all information, in whatever form produced, prepared, observed or received by me from Soldiers' Angels/Outreach Angels Network shall be maintained as confidential.
8. I understand and agree that I am NOT authorized to sign any contracts or any other legally binding documents on behalf of Soldiers' Angels/Outreach Angels Network and that any documents received that need to be signed MUST be forwarded to the Outreach Angels Network's National Network Director for further appropriate attention.
9. I agree to provide a copy of my State Driver's License with this Agreement and understand this is for identification purposes only.
10. I understand that Soldiers' Angels/Outreach Angels Network assures me that my Driver's License and basic background information will be maintained in a secure location, and not used or shared with a third party.
11. I understand that Soldiers' Angels/Outreach Angels Network will assist me in filling out an required paperwork and/or in fulfilling the duties of an Community Network Coordinator.

12. This Agreement is the entire understanding between Soldiers' Angels/Outreach Angels Network and I, as a Community Network Coordinator, and there are no oral promises or representations made in addition to this Agreement.

Signature: _____ Date: _____

**Soldiers' Angels - Outreach Angels Network
Community Network Coordinator Agreement/Application 2010**

PLEASE PRINT INFORMATION:

Legal Name: _____

Residence Street Address: _____

City, State, Zip: _____

Mailing Address (if different) _____

Phone # (with area code) _____ 2nd Phone # _____

Email Address: _____

Signature: _____ Date Signed: _____

Remember to attach a copy of your Driver's License to this agreement. Thank you!

Space below for SA Office Use:

Date Agreement/Application received: _____ Received by: _____

Agreement Completed: _____ Application complete? _____

Basic Background Check completed? _____

Application Approved by: _____ Date: _____

Date Applicant contacted regarding Approval: _____

Notes:

Date process completed: _____

Approving Representative Name: _____

Mail Application to:

Soldiers' Angels, 1792 E. Washington Blvd, Pasadena, CA 91104