BISHOP WISECARVER

Bishop-Wisecarver Giving Guidelines

Bishop-Wisecarver (BW) considers supporting both individuals and organizations through donations provided the request is related to science, technology, engineering, education and/or manufacturing. Eligible requests can be in the form of financial contribution or production donation.

Restricted Areas

Bishop-Wisecarver will not provide financial support to the following:

1. Organizations, activities, and programs that are specifically designed to promote religious principles
2. Political parties, organizations, candidates or activities
3. Capital campaigns
4. Deficit or retroactive funding
5. Organizations that demonstrate unlawful, unethical or discriminatory practices
6. Organized nonacademic after-school activities such as bands, debate teams or sports; activities unrelated to engineering or manufacturing.
7. If your organization is outside the San Francisco Bay Area region, your team must include a minimum of 30% members from underrepresented groups, such as those based on race, ethnicity, gender, disability, or socio-economic status.

Finally, we reserve the right to interpret, apply and administer our donations program as we see fit.

Granting Cycles and Proposal Deadlines

Bishop-Wisecarver considers providing donations throughout the calendar year. Only one request per organization/individual will be considered in one calendar year. Applicants will be notified as to if their request for funds or products are approved.

Submitting a Request

To submit a donation request, provide a concise written proposal including the following information:

1. Organization name, address, phone number, email address, contact person, title, URL (if available), and the type of donation requested. (If requesting product, please state the specific product – specify the size, quantity and length needed.)
2. Organization description and years in business

3. How the donation will be used
4. Anticipated program results/goals
5. Who will benefit from the project and why is this important?
6. Confirm that the organization meets Bishop-Wisecarver's giving guidelines
7. Include names of any Bishop-Wisecarver employees or manufacturer representatives that are involved with your project.
8. Include any supporting documents such as brochures, pictures, etc. that may help in our decision-making process.
9. Please sign and date your correspondence
10. Include signed expectations form located at the bottom of this document
11. If you are applying on behalf of an organization, please include proof that the organization is a nonprofit organization. United States Based organizations should show proof of 501(c)3 status.

Please email requests to
Renee Mears, Marketing Administrative Assistant
rmears@bwc.com
Subject Line: Donation Requests

Or mail requests to:
Renee Mears, Marketing Administrative Assistant
2104 Martin Way
Pittsburg, CA 94565

In exchange for Bishop-Wisecarver contribution, the following are recipient expectations for FIRST teams:

1. The team is expected to help BW produce content in exchange for a donation through the following ways:
    a. Blogs
        i. BW will conduct 1 interview via email or telephone with the main contact to understand the project/team.
    b. Photos & Video
        i. Send 4-6 photos that highlight your team members, project, activities, etc. that are approved for us to use in various marketing capacities.
        ii. Send 4-6 short video clips that highlight your team members, project, activities, etc. that are approved to use in various marketing activities. Please send a few during the build and

competition season and then at least 1-2 after that show the robot, its special features, etc.

iii. Provide 6-8 video clips of individual team members answering questions provided by BW.

iv. Send pictures and/or video of the project to Micaela Moran at mmoran@bwc.com.

c. Wisecarver Innovation Design Contest

i. Must provide at least 3 submissions from your team for this annual student design contest that runs October-November of each year.

ii. Submissions are generally a one-minute video and any charts/images to explain the design.

iii. Instructions will be sent with details.

d. Team Website/Social Media

i. Please follow Bishop-Wisecarver's social media channels.

ii. Include Bishop-Wisecarver's name/logo on any sponsorship section of your team website or via social.

2. Donation will not be awarded until receipt of signed acknowledgement of the Bishop-Wisecarver's Expectations.

If you have any questions regarding Bishop-Wisecarver Expectations, please contact Renee Mears, Marketing Administrative Assistant at rmears@bwc.com.

By signing below, I acknowledge that I have read and understood Bishop-Wisecarver Sponsorship Expectations. In the occurrence that one of the expectations above cannot be met, it will be communicated to the Bishop-Wisecarver marketing team.

Contact Person: _____

Signature: _____ **Date:** _____

MEDIA COMMUNICATIONS RELEASE FORM

*I am requesting a donation for my project and organization from **Bishop-Wisecarver Corporation** and acknowledge that I/my team will be featured in photographs, digital video, and/or interviewed for promotional materials and company blog.*

To give your consent, please complete the form below:

* I hereby give permission for any images and digital video of myself and my project to be used by **Bishop-Wisecarver Corporation** for print and online promotional material and publications and waive any rights of compensation or ownership thereto. I also understand that my quotes and statements will possibly be referenced in a publication, blog or website regarding the event and may include my name and organization.

Name of Participant (please print):

_____ DOB: _____

Signature: _____Date:_____

IF UNDER THE AGE OF 18, PARENT/LEGAL GUARDIAN SIGNATURE REQUIRED

Parent or Legal Guardian (please print): _____

Signature: _____Date: _____