



HOW TO START A PROJECT SINGLE MOMS™ AFFILIATE IN YOUR COMMUNITY?

Thank you for your interest in starting a Project Single Moms Worldwide, Inc. affiliate in your community. If you are ready to join this national empowerment movement for Single Moms, then read how to get started below.

- Put together your PSM Affiliate Team (PAT). We recommend 2-3 single mom team members from your community
- Complete the two-page application
Review and sign the PSM Affiliate Agreement & Guidelines.

Make a copy for your records.

- Submit your application and agreement
- Allow 2-3 weeks for review and approval for your PSM affiliate
- Begin promoting your PSM Affiliate by hosting an Introductory & Launch Meeting
- Identify meeting locations for PSM events in your community
- Participate in Monthly Leadership Calls
- Work with PSM's National Coordinator to receive support and resources for launching and operating your PSM Affiliate Network

For questions or more information, contact us at:

Phone: (866) 531-8611, ext. 903

Email: contactus@projectsinglemoms.com

Website: www.projectsinglemoms.com



Local Coordinator Roles & Responsibilities

Term:

- There is no time limit for local coordinators to serve as long as they are meeting the requirements outlined in the affiliate agreement and the affiliate handbook
- This is a volunteer position

Leadership and Communication:

- Attend/participate in weekly or monthly Leadership Conference Calls scheduled by the national office.
- Maintain relationships and work in partnership with the PSM National Program Coordinator and other national staff members.
- Serve as liaison and figurehead for your region, communicating between the Local Affiliate Coordinators in your assigned geographic area, the Executive Committee, and the National PSM Program Coordinator. Serve as conduit for information sharing and feedback for PSM Local Affiliate Coordinators.
- Represent Project Single Moms at local and national events.

Experience Required:

- Some experience serving in a leadership capacity.
- Good and effective communication skills.
Ability to work with all types of people from different backgrounds and socioeconomic levels.
- Organizational and prioritization skills are essential.
- Willingness to commit to participating in all scheduled leadership meetings and conference calls.
- Ability to follow-through and complete tasks in a timely manner.
Ability to compile and submit monthly and quarterly reports to National Program Coordinator.
- Ability to be a team player.
- Ability to conduct yourself with professionalism and integrity at all times.
- Basic computer skills essential.

If you are interested in serving as PSM Local Coordinator, please contact Tameeka Moody, National Affiliates Coordinator, at tmoody@projectsinglemoms.com or at (866) 531-8611, ext. 903.



AFFILIATE APPLICATION

I. PRIMARY CONTACT

Name: _____

Address: _____

City/St/Zip _____

Daytime Phone: _____

Evening Phone: _____

Fax Number: _____

Email Address: _____

II. LIST NAMES OF PSM AFFILIATE TEAM MEMBERS (AT LEAST 2 PERSONS)

PAT Member 1 _____

PAT Member 2 _____

PAT Member 3 _____

PAT Member 4 _____

III. PROPOSED DATE FOR PSM AFFILIATE LAUNCH & INTRODUCTORY MEETING (at least 2 months from date application submitted)

IV. PROPOSED MEETING LOCATION(S) _____

V. Briefly tell us why you want to start a Project Single Moms affiliate in your community:

VI. List the city, town or county you will serve through your Project Single Moms affiliate:



VII. List Your Affiliates First Year Goals (At Least 3):

VIII. Describe some of the needs of Single Moms in your community:

IX. What other programs currently exist in your community which support Single Moms?

X. Number of Single Moms you hope to recruit for your PSM affiliate the first year: _____

XI. How will you recruit new Project Single Mom members?

XII. Please provide name(s) of the person(s) who will serve as your local PSM Coordinator or Co-coordinators:

XIII. Send the following attachments with your Affiliate Application:

- Resumes or bios of your Local PSM Coordinator or Co-Coordiators
- Signed Affiliate Agreement & Guidelines

FAX COMPLETED APPLICATION AND AGREEMENT TO (866) 531-8612
ATTN: TAMEEKA MOODY, NATIONAL AFFILIATE COORDINATOR OR MAIL TO:
PROJECT WORKING MOM WORLDWIDE, INC.
2625 Piedmont Rd. NE, Suite 56-510
Atlanta, GA 30324

FOR QUESTIONS, CALL (866) 531-8611, EXT. 903 OR EMAIL: TMOODY@PROJECTSINGLEMOMS.COM



AFFILIATE AGREEMENT & GUIDELINES

I, _____, am committed to starting a Project
(First & Last Name)
Single Moms affiliate program in _____,
(City, Township or County) (State)
on _____.
(Today's Date: Month, Day, & Year)

I understand that Project Single Moms Worldwide, Inc. (PSM WW) is registered trademarks. I agree to adhere to the following terms and will operate my PSM affiliate under the guidelines established by Project Single Moms Worldwide, Inc.

I agree to the following terms:

- To operate my PSM affiliate with professionalism and integrity and work to protect the image and name of Project Single Moms Worldwide, Inc.
- To not misrepresent myself as an employee of PSM WW.
- To not discriminate based on race, religion, age, or socioeconomic background.
- To not use the name of My Daughter's Keeper, Inc. and Project Single Moms for personal gain nor to conduct any illegal or immoral business through the affiliate.
- To always show respect and treat with dignity all members of PSM WW.
- To participate regularly in weekly affiliate or monthly conference calls with PSM National Program Coordinator.
- To submit demographic and requested information about membership and local events to the National Program Coordinator in a timely manner.
- To coordinate participation of local PSM members in local national events or programs.
- To report any concerns, complaints or serious issues that may impact Project Single Moms in the media or in the community.
- To actively recruit single moms to join PSM.
- To submit an annual affiliate fee based on the number of PSM members in my local affiliate to support "A Hand Up" Fund, which offers temporary financial support to single moms for empowerment and emergency purposes. Annual Affiliate fees are due by July 1st annually.
1-10 members - \$25 11-20 members - \$50 21-50 members - \$75
51-100 members - \$100 +100 members - \$125
- To obtain approval from Project Single Moms, Inc. in order to expand the geographic reach of my PSM affiliate beyond what was originally agreed upon in this agreement.
- To obtain prior approval from Project Single Moms, Inc. before planning any fundraisers used to raise monies for my Project Single Moms affiliate.
- To avoid entering into any legal or binding agreements or contracts on behalf of Project Single Moms Worldwide, Inc. without prior consent from the National Director.
- To hold harmless Project Single Moms Worldwide, Inc.'s staff, Board of Trustees or volunteers for any losses, claims, damages, awards, penalties, or injuries incurred by myself or any third party through my affiliate. Any attorney fees related to any legal action will be incurred by me directly and I will not seek to retain any damages or hold Project Single Moms Worldwide, Inc. liable.
- To allow PSM WW to use photo images and my name for promotional purposes only.
- To schedule a minimum of twelve (12) events or programs for your PSM affiliate annually. The following events should occur at least once annually.
 - Project Single Moms Unity Night
 - Project Single Moms Community Service Day (a project working with Single Teen Moms)
 - Project Single Moms Advocacy Day (Writing letters, sending emails to City, County & State Legislators to Express Needs and Advocate for Funding for Empowerment Programs to Support Single Moms)



PSM AFFILIATE GUIDELINES:

- All PSM Affiliates must use the name Project Single Moms and may only alter the name by adding the city or county name after Project Single Moms (i.e., Project Single Moms-Detroit)
- The Project Single Moms’ logo is available for use on printed materials and websites upon request. However, you must include a link or list the Project Single Moms website: www.projectsinglemoms.com whenever you use the logo.
- The PSM logo may not be altered or no changes made to type or colors.
- You may not use the Project Single Moms name or logo to print t-shirts, bags, cups, caps or any other promotional item for sale. You may order these items only through Project Single Moms Worldwide, Inc. However, you can obtain approval to sell these items as a fundraiser for your affiliate.
- You may use the Project Single Moms name or logo to print promotional banners or brochures for your affiliate.
- You may not transfer your Project Single Mom affiliate over to a person who has not been approved by Project Single Moms Worldwide, Inc. Therefore, you must notify Project Single Moms Worldwide, Inc. if the Local Affiliate Coordinator or Co-coordinators change.
- You must submit all promotional materials to Project Single Moms Worldwide, Inc. for approval prior to printing and distributing materials to the general public.
- You must obtain prior approval from Project Single Moms Worldwide, Inc. before creating and launching a website for your affiliate. For consistency and uniformity purposes, all website domains must begin with “psm” and “name of city of county.” (i.e., www.psmdetroit.com). You must include a link from your website to www.projectsinglemoms.com.

Term:

The term of this Affiliate Agreement is for one year from the date of affiliate approval for which you shall be notified in writing. Each PSM affiliate will undergo an annual program review upon your anniversary date to ensure that the terms of the agreement and guidelines have been met by the Local Affiliate Coordinators and PSM Affiliate Team members.

Renewal & Termination:

Upon a satisfactory program review, your Affiliate Agreement shall be renewed and extended for a two-year period. Should your program review be determined as unsatisfactory, your affiliate rights will be immediately terminated and you shall receive a “cease and desist” written notification to terminate the operations of your PSM affiliate. You may submit a written appeal within 30 days of your termination notice, which shall be reviewed and considered by the Project Single Moms Worldwide, Inc.’s Executive Committee which makes the final determination for Affiliate Reinstatement.

In witness whereof, I have read and agree to abide by the terms and guidelines specified in this Affiliate Agreement.

By: _____ Date: _____
Signature of Local Affiliate Coordinator

By: _____ Date: _____
Signature of Local Affiliate Co-Coordinator
(if applicable)