

PARTNERSHIP PACKET

Partnership & Sponsorship Packet

The Luc Cochran Foundation

Where Opportunity Meets Technology to Build Futures.

Programs, outcomes, partnership pathways, sponsorship levels,
and the agreements required to work with TLCF.

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SECTION 1

Stronger communities start with strong partnerships.

The Luc Cochran Foundation (TLCF) is a Georgia nonprofit corporation and 501(c)(3) tax-exempt organization based in Jonesboro, Georgia, serving Clayton County and the broader metro Atlanta community. We bridge opportunity and technology so students, job seekers, and families can build brighter futures.

We do not do this alone. Schools, employers, churches, retailers, municipalities, civic groups, and funders extend our reach, sharpen our programs, and open doors we cannot open by ourselves. This packet explains who we are, what we deliver, how a partnership works in practice, and what each side commits to.

What a TLCF partnership is

A defined, written working relationship with clear deliverables on both sides — not a logo exchange. Every partnership names a scope, a point of contact, a term, and the measures we will report back to you.

Who partners with us

- **Employers and corporations** — sponsorship, service days, hiring pipelines, in-kind technology.
- **Schools, districts, and PTAs** — tutoring referrals, family digital literacy, back-to-school support.
- **Faith and community organizations** — distribution sites, volunteer teams, outreach to families.
- **Retailers, grocers, and restaurants** — food recovery and household goods for Nourish Network.
- **Foundations and grantmakers** — program funding, capacity building, evaluation support.
- **Municipal and county agencies** — referrals, facility access, workforce and library collaboration.
- **Health, housing, and social service agencies** — two-way referrals for families in crisis.

SECTION 2

Mission, model, and the community we serve.

Our mission

TLCF exists to remove the practical barriers that keep people from opportunity — an unreliable device, a missing skill, an empty pantry, a résumé that never gets read — and to replace them with tools, coaching, and consistent human support.

Our operating model

We run a small number of programs deeply rather than many programs thinly. Each program is delivered by trained volunteers under staff supervision, documented session by session, and reported publicly each year. Services are free or sliding-scale, and no participant is asked to prove hardship to be treated with dignity.

The community we serve

Clayton County and the surrounding metro Atlanta corridor include households facing high rates of digital exclusion, food insecurity, and underemployment. Many families we serve are working — the gap is access, not effort. Our sites are chosen to be reachable by transit and located where families already gather.

Why technology sits at the center

Nearly every path out of hardship now runs through a screen: job applications, benefits portals, school assignments, telehealth, and banking. Digital capability is no longer a nice-to-have skill; it is a prerequisite for economic mobility.

SECTION 3

Our four core programs.

Scholars Tutoring

Sliding-scale academic tutoring and homework support for K–12 students, delivered in person and online. Volunteer tutors work one-to-one or in small groups, log session notes, and coordinate with program leads on student goals. Partners typically support cohorts, supply space, or refer students.

Digital Foundations

An online digital literacy course hosted and operated by TLCF at www.digitalfoundations.app, with a catalog of 89+ self-paced courses covering computer basics, email, Google Workspace, online safety, and job-readiness technology. Partners sponsor seats, host lab sessions, or supply devices.

Resume Workshop

Résumé writing, interview preparation, and career readiness support for teens and adults, offered in person and remotely. Employer partners run mock interviews, review résumés, host site visits, and share open roles directly with participants.

Nourish Network

Free food and household resource distribution for families in need, including recovery pickups from partner retailers. Partners donate product, host distributions, underwrite a distribution day, or send volunteer teams.

Program	Primary partner roles	Typical partner assets
Scholars Tutoring	Referral source, site host, funder	Classroom space, student referrals, cohort funding
Digital Foundations	Seat sponsor, device donor, host site	Devices, computer lab, staff instructors
Resume Workshop	Employer partner, mock interviewer	Hiring managers, job postings, interview space
Nourish Network	Product donor, host site, volunteer team	Food and goods, storage, trucks, volunteers

SECTION 4

What our partners help produce.

The figures below are drawn from TLCF's published annual impact reporting. 2026 figures are year-to-date and unaudited; full-year figures are released in the annual impact report each spring at luccares.org/impact.

Measure	2026 (YTD)	2025	2024
Students served	1,084	2,215	142
Tutoring sessions	9,780	19,960	1,186
Academic improvement	68.4%	80.7%	74.2%
Youth matched with mentors	48	100	18
Mentorship hours	10,360	21,000	2,945
Pounds of food distributed	8,212	16,723	1,087
Individuals served through Nourish Network	3,524	7,222	486
Career readiness graduates	362	721	42
Active volunteers	112	225	31
Volunteer hours	18,480+	37,200+	2,780+

Numbers are not the whole story. Published, privacy-protected participant stories — a Clayton County student rebuilding confidence in math, a young adult moving from résumé to first interview, a family carried through an emergency week — are available at luccares.org/impact/stories and may be used in joint communications with our written approval.

SECTION 5

Ways to partner.

Most partnerships begin with one pathway and grow. You are welcome to combine them.

1. Financial sponsorship

Underwrite a program, a cohort, an event, or a distribution day. Sponsorship is the most flexible support we receive and the fastest to convert into service delivery.

2. In-kind product and equipment

Laptops, tablets, monitors, networking gear, school supplies, shelf-stable food, fresh product, hygiene items, and household goods. All gifts are reviewed against our gift acceptance standards before acceptance.

3. Corporate volunteer and service days

Team-based service at distributions, packing events, device refurbishment, or résumé clinics. Groups of 8–40 are typical; we require four weeks of lead time and a signed group waiver.

4. Skills-based and pro bono support

Accounting, legal, IT, marketing, data, evaluation, and facilities expertise contributed by professionals on a scoped project basis.

5. Program collaboration and referrals

Two-way referral relationships with schools, agencies, and service providers, governed by a written referral and data-sharing understanding.

6. Site hosting and facilities

Classrooms, computer labs, parking lots, fellowship halls, warehouse space, and cold storage extend our reach into neighborhoods we do not yet serve.

7. Employer and workforce pathways

Interview practice, hiring events, apprenticeship and entry-level pipelines, and wraparound support for newly hired participants.

SECTION 6

Sponsorship levels.

The levels below are a starting framework, not a fixed price list. Benefits are proportional, negotiable, and always reviewed against IRS qualified sponsorship guidance before they are confirmed in writing.

Level	Annual support	Representative benefits
Community Partner	\$1,000 – \$4,999	Website partner listing; recognition in the annual impact report; quarterly impact summary.
Program Partner	\$5,000 – \$14,999	All prior benefits; recognition at one program event; one joint social media feature; volunteer day for your team.
Signature Partner	\$15,000 – \$49,999	All prior benefits; named cohort, distribution series, or seat block; logo on program materials; mid-year impact briefing.
Founding Partner	\$50,000+	All prior benefits; named program initiative; annual leadership briefing with the Board; co-developed reporting.

Event and in-kind equivalents

In-kind gifts and event underwriting may be recognized at the equivalent level based on documented fair market value. Donors, not TLCF, determine the value of non-cash gifts for tax purposes; TLCF acknowledges the description and date of the gift as required by the IRS.

Tax treatment

TLCF is a 501(c)(3) organization, EIN 99-1959689. Contributions are tax-deductible to the extent allowed by law. Where a sponsorship includes benefits with a fair market value, the deductible portion is reduced accordingly and disclosed in the written acknowledgment.

SECTION 7

What each side commits to.

TLCF commits to	Partners commit to
Name a single point of contact for the partnership.	Name a single point of contact and a decision maker.
Define scope, term, and deliverables in writing before work begins.	Review and sign the partnership agreement or MOU.
Deliver services with trained, screened volunteers under staff supervision.	Provide accurate information about capacity, timing, and restrictions.
Report agreed measures on an agreed schedule.	Accept that participant-level data is never shared without consent.
Acknowledge support accurately and promptly.	Use TLCF's name and marks only as approved in writing.
Protect participant privacy and dignity at all times.	Follow TLCF conduct, safety, and confidentiality standards on site.
Raise problems early and in writing.	Raise problems early and in writing.

Timeline for a new partnership

Step	What happens	Typical timing
1. Inquiry	Partnership form at luccares.org/partners or an email to hi@luccares.org .	Day 0
2. Discovery call	30 minutes to align goals, capacity, and program fit.	Within 5 business days
3. Scope draft	TLCF drafts scope, measures, recognition, and term.	1 week
4. Agreement	MOU or sponsorship agreement signed by both parties.	1–2 weeks
5. Launch	Onboarding, site walkthrough, training, and calendar.	2–4 weeks
6. Reporting	Agreed measures delivered; mid-term check-in.	Quarterly
7. Renewal	Joint review of outcomes and next-year scope.	60 days before term end

SECTION 8

Corporate volunteer and service days.

Service days are one of the fastest ways for a company to see the work firsthand. They are also real operations days for our participants, so they run on our safety and privacy standards.

How to request a service day

- Submit a request at least **four weeks** in advance with your preferred dates, group size, and any accessibility needs.
- Confirm a group leader who will be present for the entire shift and manage attendance.
- Return the signed group waiver and volunteer roster no later than five business days before the shift.
- Brief your team on the arrival time, dress code, and photography rules before the day.

Activity	Group size	Duration	Notes
Distribution support	10–40	3–4 hours	Outdoor; lifting up to 25 lbs; closed-toe shoes required.
Food sorting and packing	8–25	2–3 hours	Indoor; food safety briefing on arrival.
Device refurbishment	6–15	3 hours	Basic hardware comfort helpful; no experience required.
Résumé and mock interview clinic	6–20	3 hours	Professional experience required; brief training provided.
Back-to-school or seasonal drive	10–40	4 hours	Seasonal availability.

On-site standards for partner teams

- No photography of participants, intake areas, or documents. TLCF staff coordinate all approved photography.
- Do not ask participants about their circumstances, income, immigration status, or household.
- No solicitation, recruiting, product sales, political activity, or religious proselytizing on site.
- Follow all instructions from the TLCF site lead, including safety, lifting, and traffic direction.
- Volunteers under 18 must meet the age rules in the TLCF Volunteer Handbook and have consent on file.

SECTION 9

In-kind gifts and gift acceptance standards.

We accept in-kind gifts that directly advance program delivery and that we can store, transport, and distribute safely. Gifts we cannot use divert staff time from participants, so we screen before accepting.

Commonly accepted

- Laptops and tablets manufactured within the last six years, fully wiped, with chargers.
- Monitors, keyboards, mice, headsets, webcams, routers, and networking equipment in working order.
- Shelf-stable food within date, in original sealed packaging, from a licensed source.
- Fresh product and refrigerated goods when cold-chain handling is arranged in advance.
- Hygiene items, diapers, cleaning supplies, and school supplies, new and unopened.
- Gift cards for grocery, fuel, and transit used for participant emergency support.

Generally not accepted

- Devices that cannot run a currently supported operating system, or without power adapters.
- Home-prepared food, opened packages, expired product, or unlabeled bulk items.
- Used clothing, used mattresses, or bulk furniture without a placement plan.
- Gifts conditioned on marketing access to participants or on participant data.
- Vehicles, real property, securities, or cryptocurrency without prior Board review.

Data destruction on donated devices

TLCF wipes every donated device to a documented standard before reissue. Donors remain responsible for removing their own confidential data before transfer, and should not rely on TLCF's wipe to satisfy their internal data-destruction policy.

Acknowledgment and valuation

TLCF provides a written acknowledgment describing the donated items and the date received. Consistent with IRS rules, we do not assign or confirm a dollar value for non-cash gifts; valuation is the donor's responsibility, and gifts over the applicable IRS threshold may require an independent appraisal and Form 8283 signature.

SECTION 10

Brand use, communications, and approvals.

Accurate, consistent communication protects both organizations. These rules apply to every public reference to the partnership.

Using the TLCF name and marks

- Use the full legal name **The Luc Cochran Foundation** on first reference; **TLCF** thereafter.
- Use only logo files supplied by TLCF. Do not recolor, stretch, crop, outline, or add effects.
- Maintain clear space around the mark equal to the height of the logo's cap height.
- Do not combine the TLCF mark with your mark into a single new lockup without written approval.
- Do not imply endorsement of a product, service, candidate, or position.

Approvals

Press releases, campaign copy, case studies, and paid advertising that reference TLCF require written approval before publication. Send drafts to hi@luccares.org with at least five business days of lead time. Organic social posts that simply thank or tag TLCF do not require pre-approval, provided they follow the participant privacy rules below.

Participant privacy in partner communications

- Never publish participant names, images, school names, or identifying details supplied by TLCF.
- Use only photography TLCF has cleared, with media releases on file.
- Do not characterize participants by hardship, diagnosis, income, or immigration status.
- Approved stories at luccares.org/impact/stories are composites written to protect privacy and may be quoted with attribution.

Cause marketing

Commercial co-ventures — promotions that promise a portion of sales to TLCF — require a separate written agreement, accurate disclosure of the donation amount and duration, and compliance with Georgia charitable solicitation law before launch.

SECTION 11

Referrals, data sharing, and compliance.

Referral relationships

Referring partners send participants to TLCF with the participant's knowledge. TLCF confirms eligibility, completes intake directly with the participant or guardian, and communicates outcomes only in aggregate unless the participant has given written consent for status updates.

Data sharing principles

- **Minimum necessary.** Only the fields required for the referral or reporting purpose are exchanged.
- **Consent first.** Participant-level information is shared only with written participant or guardian consent.
- **Aggregate by default.** Partner and funder reporting uses de-identified, aggregate figures.
- **No marketing access.** Sponsorship never includes access to participant, donor, or volunteer contact lists, and TLCF does not sell or rent those lists.
- **Secure transfer.** Data moves through agreed secure channels and is retained only for the agreed period.

Insurance and legal standing

TLCF maintains commercial general liability coverage appropriate to its operations, and certificates of insurance are available on request. Partners hosting TLCF activity on their property, or sending teams to TLCF sites, may be asked to provide reciprocal certificates naming the appropriate additional insured.

Compliance

- TLCF is a 501(c)(3) organization; contributions and sponsorships are handled under IRS rules for exempt organizations.
- TLCF maintains conflict of interest, whistleblower, document retention, and nondiscrimination policies, published at luccares.org/about.
- TLCF is nonpartisan and does not participate in political campaign activity, and partners may not imply otherwise.
- Volunteers in youth-facing, records-handling, and funds-handling roles complete background screening.
- TLCF personnel follow Georgia mandated reporting requirements for suspected abuse or neglect of a child or vulnerable adult.

Grounds for ending a partnership

Either party may end a partnership with 30 days' written notice. TLCF may end a partnership immediately for conduct that endangers participants, breaches confidentiality, misuses our name, or conflicts with our mission.

FORM A

Memorandum of Understanding.

This template is completed for program collaborations, referral relationships, and site hosting arrangements. Financial sponsorships use Form B. Both may be executed together.

Field	Entry
Partner organization (legal name)	
Address	
Primary contact / title	
Email / phone	
Partnership type	☐ Sponsorship ☐ In-kind ☐ Service days ☐ Referrals ☐ Site hosting ☐ Skills-based
Program(s) involved	☐ Scholars Tutoring ☐ Digital Foundations ☐ Resume Workshop ☐ Nourish Network
Term (start / end)	
Renewal	☐ Automatic annual review ☐ Ends at term

Scope of collaboration

Describe what each party will do, where, how often, and for how many participants:

Shared understandings

- Each party performs its obligations at its own cost unless a payment schedule is attached.
- Neither party is an agent, employee, joint venturer, or partner of the other in the legal sense.
- Each party is responsible for the conduct, screening, and insurance of its own personnel.
- Participant information is exchanged only as described in Section 11 of this packet.
- Public use of either party's name or marks follows Section 10 of this packet.
- Either party may terminate on 30 days' written notice; TLCF may terminate immediately for cause.
- This understanding is governed by the laws of the State of Georgia.

Partner signature

Date

Printed name and title

TLCF authorized signature

Date

Printed name and title

FORM B

Sponsorship Commitment Form.

Field	Entry
Sponsor (legal name for recognition)	
Contact / title	
Email / phone	
Billing contact and address	

Commitment

Level	Amount	Select
Community Partner	\$1,000 – \$4,999	☐
Program Partner	\$5,000 – \$14,999	☐
Signature Partner	\$15,000 – \$49,999	☐
Founding Partner	\$50,000+	☐
Custom / event underwriting	\$_____	☐
In-kind gift (describe below)	Est. donor value \$_____	☐

Designation

☐ Greatest need ☐ Scholars Tutoring ☐ Digital Foundations ☐ Resume Workshop ☐ Nourish Network

Payment schedule

☐ One-time ☐ Quarterly ☐ Monthly Start date: _____ Method: ☐ Check ☐ ACH ☐ Card
☐ DAF ☐ Stock

Recognition

Name exactly as it should appear in recognition materials:

☐ We prefer to remain anonymous. ☐ Logo files and brand guidelines will be sent to hi@luccares.org.

Acknowledged terms

- Recognition benefits are provided as described in Section 6 and are subject to IRS qualified sponsorship rules.

- Where benefits carry fair market value, the deductible portion is reduced and disclosed in the written acknowledgment.
- Sponsorship does not confer influence over program design, participant selection, or access to participant data.
- TLCF may decline or return support that conflicts with its mission, policies, or legal obligations.

Sponsor signature

Date

Printed name and title

TLCF authorized signature

Date

FORM C

Group Service Day Waiver & Roster.

Required for every partner or corporate volunteer group. One signature per adult volunteer; participants under 18 require a parent or guardian signature and must meet the age rules in the TLCF Volunteer Handbook.

Assumption of risk and release

I understand that volunteer service with The Luc Cochran Foundation may involve physical activity including standing for extended periods, lifting and carrying items up to 25 pounds, working outdoors in variable weather, moving around vehicles and traffic, and using hand tools and equipment. I confirm that I am voluntarily participating and am physically able to perform the tasks assigned to me, or have disclosed any limitation to the site lead.

To the fullest extent permitted by Georgia law, I release and hold harmless The Luc Cochran Foundation, its directors, officers, employees, volunteers, and site hosts from any claim for injury, illness, or property loss arising from my volunteer service, except for claims arising from gross negligence or willful misconduct. I authorize TLCF to obtain emergency medical care on my behalf if I am unable to consent, and I accept responsibility for the cost of that care.

Conduct, confidentiality, and media

I agree to follow TLCF's conduct, safety, and confidentiality standards, including the on-site standards in Section 8. I will keep confidential any participant information I encounter and will not photograph participants. I grant TLCF permission to use photographs or video of me taken during service for nonprofit communications, without compensation. [☐] I decline media use of my likeness.

Volunteer name (print)	Signature	Date	Emergency contact / phone

Group leader signature

Date

Organization and group size

SECTION 12

Start a conversation.

Tell us what you have to offer and what you want to see happen in the community. We will come back with a scope, a timeline, and honest limits on what we can deliver.

Partnership inquiries	luccares.org/partners
Email	hi@luccares.org
Toll free	833-TLCF-NOW (833-852-3669)
Local	770-678-1667
Mailing address	1560 Commercial Court, Suite H, Jonesboro, GA 30238
Programs	luccares.org/programs
Impact and annual reports	luccares.org/impact
Governance and policies	luccares.org/about
Digital Foundations course catalog	www.digitalfoundations.app

Send the forms back

Completed Forms A, B, and C may be emailed to hi@luccares.org or mailed to the address above. We countersign and return a copy for your records within five business days.

The Luc Cochran Foundation

Where Opportunity Meets Technology to Build Futures.

The Luc Cochran Foundation is a 501(c)(3) tax-exempt organization, EIN 99-1959689. Contributions are tax-deductible to the extent allowed by law. Sponsorship levels and benefits described in this packet are a planning framework and are confirmed only in a signed agreement.