



# OFFICIAL RULES

## PROMOTER/SPONSOR

Altra Federal Credit Union  
Community Engagement  
1700 Oak Forest Drive  
Onalaska, WI 54650

## ENTRY

Nominate a nonprofit that you support with your time, talents, or money to receive a grant of up to \$10,000 by filling out the online form available at <https://www.altra.org/about-us/altra-gives/best-life-community-awards>. All required sections of the form must be completed and within the character limits specified. Nominations will be accepted from 12:01am CDT August 1, 2023, through 11:59pm CDT August 15, 2023. This awards program is sponsored entirely by Altra Federal Credit Union.

## LIMITATIONS

Altra members, holding a primary or joint membership, (including Employee Members) can nominate one or more eligible 501(c)3 nonprofit(s) that they support with their time, talent, or money for the Best Life Community Award Program via the entry form. Nominations must be the sole work of the member nominator. Submissions known to be copied from an organization's website or any paid affiliate or employee of the organization will be disqualified. Organizations may only win one award. Nonprofits that have received a Best Life Community Award in the last 3 funding cycles are not eligible to receive another award. After that, they are eligible to receive an award (example: 2021 recipients are eligible again in 2024). Each organization can receive up to three total Best Life Community Awards in their lifetime.

Eligible nonprofits must have active 501(c)3 status with the IRS and must be operating and having a direct impact in the Altra service areas in Wisconsin, Minnesota, Texas, Tennessee, New Jersey, and Colorado. The nonprofits work must be focused in one of these six giving categories:

- **Education (Pre-K through college):** Access to education, mentoring, educational materials/experiences/programming
- **Cultural Enrichment:** Fair access to art experiences, underrepresented art and cultural organizations, and programs
- **Health:** Equitable access to healthcare, mental health, patient support, disability services and veteran advocacy
- **Preserving or restoring the environment:** Conservation, stewardship, and sustainability
- **Human Services:** Affordable housing, homelessness, senior advocacy, infant and child support, food insecurity resources, domestic abuse assistance
- **Strengthening local communities:** Neighborhoods, public safety, search and rescue, outdoor spaces, rotary/chamber, small and start-up businesses

Nonprofits that fall outside of the giving areas will be disqualified.





Social service or community programs provided by religious or faith-based organizations are eligible when the following conditions are met: Registered US-based 501(c)3 nonprofit organization; programs have a formal mission statement and separate program budget; the secular programs or services are offered to eligible participants without regard to their faith or willingness to participate in religious activities; and the group ensures that Best Life Community Award funds are not used to support religious activities such as worship or proselytization.

Ineligible organizations include Political organizations; Religious or sectarian programs for inherently religious purposes (including but not limited to religious worship or proselytization); churches, synagogues, mosques, ministries, other houses of worship or religious organizations unless for specific social programs that meet the criteria identified above. We are unable to award funds that do not fall into the categories above, including, but not limited to sports teams, organizations that are unable to confirm the award will have a direct impact in Altra service areas. Nonprofit organizations that have received funding of \$10,000 or more from Altra Federal Credit Union in the last three years are ineligible for these awards.

The nominator must be a legal resident of the United States, an Altra member, 16 years or older and must visit the Altra Federal Credit Union Best Life Community Awards page (<https://www.altra.org/about-us/altra-gives/best-life-community-awards>), and then complete the form as indicated above. Altra is not responsible for late or misdirected entries or transmissions. All federal, state, and local laws and regulations apply. Void where prohibited by law.

## WINNERS

A panel of judges comprised of members of the Altra Community Engagement Committee will review all eligible member nominations received from 12:01am CDT August 1, 2023, through 11:59pm CDT August 15, 2023, to determine semi-finalists. Semi-finalist organizations will be contacted to submit supplementary applications by Monday, August 28, 2023. Applications will be due by 11:59pm Friday, September 15, 2023.

All semi-finalist nominations and applications are reviewed and scored by a panel of judges comprised of Altra employees from the Community Engagement, Credit Union Advocacy and Diversity Committees.





Once finalists are identified by this panel, The Community Choice Award will be selected via popular vote through Altra's voting website from the finalists (one vote per email address). If an entrant receives irregular or fraudulent votes or multiple votes from the same user or users, including but not limited to, votes generated by a robotic, programmed, script, macro, other automated means or other source, the votes will be disqualified. Organizations will in no way incent or "buy" votes by offering compensation or a prize for voting for them; or by using paid social posts.

The Altra Employees' Choice Award will be selected via popular vote through a voting site internal to Altra (one vote per employee). Finalists that are not selected for any of the above listed awards will be eligible to receive a Community Assistance Award. The Employee Volunteerism Award will be granted to five employees based upon their volunteer hours as tracked internally.

All decisions of the judges and Altra Community Engagement Committee regarding the finalists and regarding all matters relating to the contest (including, without limitation, eligibility) shall be final and binding in all respects.

A nonprofit may only win one award in the same year. If the same nonprofit wins multiple categories, the winner of the Community Choice Award will be selected first, followed by the winner of the Impact Award, then most votes for the Employees' Choice Award, and finally the next highest vote recipient for the Community Assistance Award. In the event of a tie within any category, the winner will be randomly selected from among the eligible tied organizations.

Odds of receiving an award are based on the total number of nominations and applications received as well as the judging criteria and quality of the nomination and application (if applicable). The judging criteria for the Best Life Community Awards encompass both nomination forms of the member and the nonprofit (see examples below).

**Member nomination:**

- 1) How they have supported the organization in the past 12 months
- 2) A description of their personal involvement with the organization



3) The way the organization helps realize Altra's mission of Helping You Live Your Best Life

**Nonprofit application:**

- 1) The organization mission and alignment with the Helping You Live Your Best Life philosophy
- 2) 3600 characters on the impact of the funding
- 3) 1800 characters on a story that illustrates the impact of the organization

The award recipients will be notified via email that they have received an award by November 1, 2023. Checks will be issued no later than December 31, 2023.

Should for any reason the recipient be deemed ineligible to receive the award, it will go to the first selected alternate. For a list of award recipients visit <https://www.altra.org/about-us/altra-gives/best-life-community-awards>. Any and all taxes assessed on the award shall be the responsibility of the nonprofit.

**CONDITIONS**

By participating, entrants agree to these Official Rules and the decisions of Altra Federal Credit Union, which shall be final and binding in all respects. Altra employees, who are also Altra members, are eligible to apply, excluding members of the judging panel. By participating, entrants release Altra, its respective affiliates, subsidiaries, advertising/promotional agencies, vendors, and the employees, officers, directors, and agents of any of the above organizations from any and all liability for any injuries, losses, or damages of any kind caused by participation in the awards process or the acceptance, possession or use/misuse of an award or participation in any award-related activities. The Sponsor reserves the right, in its sole discretion, to modify, cancel or suspend part or all of this Award should virus, bugs, non-authorized human intervention or other causes beyond the control of the Sponsor corrupt or impair the administration, security, fairness or proper play of the Awards. Sponsor may prohibit an entrant from participating in the Awards or winning a prize if, in its sole discretion, it determines that said entrant or somebody on their behalf is attempting to undermine the legitimate operation of the Award by cheating, hacking, deception, or other unfair playing practices. Where legal, by the accepting award, winner awards permission to use his/her name, address, likeness, photograph, and statements by Altra Federal Credit Union for advertising/publicity purposes without further compensation.

