

## **Thumb Resources Site Submission Policy**

Purpose: To ensure fairness in the manner in which [www.thumbresources.org](http://www.thumbresources.org) provides a comprehensive resource directory.

Background: [www.thumbresources.org](http://www.thumbresources.org) provides an on-line venue to organizations which provide human services to post information about their agency, programs, and events. The majority of the organizations posting information on the site are non-profit or governmental entities. At times, there are for-profit organizations which opt to post information into the [www.thumbresources.org](http://www.thumbresources.org) database. While it has been the philosophy of [www.thumbresources.org](http://www.thumbresources.org) to allow any posting as long as it pertains to a service which helps families, fairness to non-profits is a consideration. Presently the site is funded completely through sponsorships from not-for-profit organizations. All users of the site are encouraged to become a sponsor through an annual mailing. Currently, the postings are live immediately upon entry by the user. An alert e-mail is sent to the regional coordinator who reviews to see if the entry appears legitimate. If there is a question, an e-mail is sent out to the [www.thumbresources.org](http://www.thumbresources.org) workgroup for clarification on the service provider.

### **Policy:**

Three submission levels have been developed for thumbresources.org. The three levels include Full Access-Non Profit, Full Access-For Profit, and Temporary Event Access.

1. Full Access-Non Profit: Non-Profit organizations whose mission is related to helping families or individuals. Encouraged to provide a sponsorships
2. Full Access-For Profit: For Profit organizations whose mission is related to helping families or individuals. A \$50 (Opal) sponsorship required and renewable annually.
3. Event Access: For Profit organizations whose mission is not related to helping families or individuals but who offer events related to helping families (i.e. a car dealership providing a car seat safety inspection event.)

Method for Implementation: Organizations submitting information to the site would be required to answer questions regarding their mission and non-profit status. Based on their answers to the questions,

1. Full Access-Non Profit organizations would be able to submit or edit information as in the past with immediate posting to [www.thumbresources.org](http://www.thumbresources.org). They would be provided an opportunity to complete the on-line form, but it would be clear that it was NOT a requirement for entering events.
2. Full Access-For Profit organizations would be allowed to enter or edit information but would be notified of their sponsorship responsibilities. They would be directed to complete and print an online sponsor form with directions to mail this form and a check to the regional coordinator. Their entries would be held by the system until approved by the Regional Coordinator upon receipt of the sponsorship. New organizations would follow this process upon establishing a login name and password. Existing organizations would be required to go through this process once a year when editing their information.
3. Event Access: For those organizations whose mission is not related to helping families, they would be only allowed access to posting events. They would be provided an opportunity to complete the on-line form, but it would be clear that it was NOT a requirement for entering events.

Date Approved: May 2, 2008

Implementation Date: January 1, 2009