



ALÁNO QUESTIONS, ANSWERS AND POLICIES



Welcome to ALÁNO! Here are some Questions, Answers and Policies regarding your membership and the operation of the FACEBOOK “Closed Group Page” for ALÁNO:

I. Basic Information about how to use the ALÁNO Facebook Group

Question 1. What if I don't have a Facebook account?

ANSWER: In order to join the group, a person from your organization must have a Facebook account. If you do not have a Facebook account you will be prompted to create one after receiving the email invitation to join the group. If you already have a Facebook account, please use the email address associated with your Facebook account when filling out the ALÁNO application.

Question 2. Can we create a Facebook account and share it among the people in our organization for the purpose of becoming a member of the ALÁNO group?

ANSWER: No. Facebook prohibits use of an account by more than one individual. See this link for more info: <http://www.facebook.com/help/34512135559712/>

Question 3. Is it a requirement that my organization has a page on Facebook in order to join the Group?

ANSWER: No, just a Facebook account.

Question 4. Why does ALÁNO use the “closed group” security option?

ANSWER: ALÁNO is a membership-based organization. In order for it to be more restrictive as to non-members, the “closed group” option was selected. It is actually the medium-level security option and it still allows non-members to see that you are a member of ALÁNO, and to know of its purpose, even if non-members cannot utilize its functionality on FACEBOOK.

Question 5. What can non-members view within the “closed group” function?

ANSWER: Anyone can view: (1) the Group Name; (2) Who is in the Group; (3) The Group description; (4) Group Tags; (5) Find the Group in group search; and (6) Can see stories about the Group in their news-feed and search. Only Members can see what other Members post in the Group.

Question 6. How do I find the ALÁNO Group Page on my organization’s FACEBOOK Page?

ANSWER: When you open your organization’s FACEBOOK Page, a series of functions appears on the left-hand column of the page. Among those options will be the word “Groups”. Below that should appear an icon resembling a crescent moon and a star with the name ALÁNO next to it. By clicking on that icon, you will be taken to the ALÁNO Group Page.

Question 7. Can I invite other people or organizations to become a Member of ALÁNO?

ANSWER: No. Only the Administrator may invite others to join ALÁNO. If you know of an organization who you believe would be interested in becoming a Member of ALÁNO, please have them download a Membership Application from our website: frankefound.org, and send it to us. Thereafter, we may invite them to join.

Question 8. Can I tell others about ALÁNO, or is it a *secret* organization?

ANSWER: By all means, you are free to tell others about ALÁNO. While only Members are permitted to post to the ALÁNO Group Page, and only IRC 501(c)(3) organizations may be Members, the existence and purpose of the organization is not intended to be kept secret. We are hoping that you will encourage other IRC 501(c)(3) organizations to apply for membership in ALÁNO, and to encourage the staff and employees of Member organizations to attend the 'Get-Together' social events.

Question 9. How do I post and share on the ALÁNO Group Page?

ANSWER: When you go to the ALÁNO Group Page, there will be a box that says "Write Something". From here you can: (1) Share your thoughts; (2) Post an update; (3) Add a photo or video; (4) Ask a Question; or (5) Upload a File.

Question 10. Are there restrictions on the "Chat" function under the ALÁNO guidelines?

ANSWER: Yes. While you are technically allowed to add non-members to a "chat" conversation, you are asked not to do so. These functions should be limited to **Members only**.

Question 11. Are there any specific requirements for ALÁNO regarding posting events?

ANSWER: While ALÁNO has a FACEBOOK Page, it is required that events pertaining to the ALÁNO group be created on the Group Page, not the main page. That way, only Members of ALÁNO will be able to view the event(s).

Question 12. Are there any specific requirements for ALÁNO sharing events or other "tagging".

ANSWER: "Tagging" or sharing of events and posts are controlled by the "selected audience" function. Normally, only event invitees may view these "tags". However, FACEBOOK, by default, allows others to see these event "tags" unless you select who can view them. For ALÁNO Members, it is required that before "tagging" events or otherwise, you click on the "select audience" option and choose the "Custom" line. From there, you are asked to uncheck "Friends of those tagged and event guests". This will limit who sees posts to invitees only.

Question 13. Is there a resource I can check to learn more about using FACEBOOK's Group Page option?

ANSWER: Yes. Simply go to FACEBOOK on the Internet and there will be an option to select “Group Basics”. As you proceed through that series of questions and answers, you may find other topics of interest related to Group Pages. Just keep in mind that ALÁNO modifies some of the group functions as referred to in Nos. 7 – 9, above.

Question 14. How do I, or my organization, resign from ALÁNO?

ANSWER: We hope you will never wish to resign from ALÁNO, but in the event the organization associated with your Facebook account wishes to withdraw from Membership in ALÁNO, you, as its representative, should provide notice in writing to the Administrator of the Group including a statement made under penalty of perjury, that you have authority to represent your organization, and that the organization desires to withdraw its Membership from ALÁNO. Upon receipt of this statement, the withdrawal will be effective. It is important, however, to distinguish between the desire of either the organization or its representative to substitute representatives rather than to terminate membership altogether by the organization. See the next Q & A regarding the substitution of representatives.

Question 15. How do I substitute my organization’s representative?

ANSWER: You, as representative of the Member-organization, or another designated representative of the Member-organization, should provide notice in writing to the Administrator of the Group including a statement made under penalty of perjury, that you/they have authority to represent your organization, and that the organization desires to substitute a named individual for the current representative for ALÁNO purposes, and providing the usual contact information for the newly designated representative.

II. “Get-Together” Information

Question 1. What is a “Get-Together”?

ANSWER: A “Get-Together” is a Member-hosted social event held from 5:30 PM – 7:00 PM on the fourth Thursday of each month, generally, but not exclusively, at the host’s place of business.

Question 2. How is the Member-host selected for the “Get-Together” event?

ANSWER: Interested Members may contact the Administrator at frankefound.org to indicate their interest. A master-calendar will be maintained and published on the ALÁNO Group Page.

Question 3. What is expected of a “Get-Together” host?

ANSWER: The host is responsible for providing a location for the event and refreshments sufficient to meet the anticipated needs of those attending. It is expected that prospective attendees will respond to event invitations on the ALÁNO Group Page so the host can obtain a rough idea of how many will be in attendance. However,

responding to the event invitation will not be required as a condition to attending the event.

Question 4. What if my organization does not have a location that would be adequate for hosting a “Get-Together”?

ANSWER: It is anticipated that this circumstance will occur on a regular basis. Each prospective host is free to seek and obtain any alternate venue which is suitable to holding this event. It is the responsibility of any off-site host to make sure the attendees are aware that the event will be held away from the host’s principal place of business.

Question 5. What type of refreshments should the host provide?

ANSWER: That is entirely up to the discretion of the host. The event is in the nature of an after-work party, so hors d' oeuvres of any variety would be fine. Healthy choices are particularly encouraged. It is perfectly acceptable to have the event catered as well.

Question 6. What about serving alcohol?

ANSWER: It is permissible to serve alcohol at a “Get-Together”, *if the host is legally able to do so*. **Neither ALÁNO, its Members, nor the Franke Foundation, its officers, directors and employees, assumes any liability relative to the serving of alcohol at any on-site or off- site location of a “Get-Together”. Any such liability is strictly that of the Member-host.**

Question 7. How will the 50-50 raffle be conducted?

ANSWER: There will be a \$5 per person fee to attend a “Get-Together”, which will be collected by an ALÁNO representative upon admission, along with a business card or a facsimile card which will be available at the event. The Host organization may not enter the raffle (since it will receive one-half the proceeds). The cards will be placed in a container and prior to the conclusion of the event, a representative of the Host organization will draw a card from the container. The person whose name is drawn must be present to win, and if person whose name is drawn, another card will be drawn and this process will be repeated until a winner is selected. One half of the funds will be paid to the Member-host organization, and the remainder will be paid to the organization whose representative’s name is selected as the winner.

III. Information about the Annual ALÁNO Collaboration Award

Question 1. How can our organization participate in the Annual ALÁNO Collaboration Award Presentation?

ANSWER: As a Member of ALÁNO, you are entitled to vote in each of three categories (Large, Medium and Small) for other ALÁNO members who exemplify during the preceding year (the “testing year”) the spirit of collaboration in achieving their mission. Balloting will be done through the ALÁNO Group Page, unless otherwise

advised. The Committee of Managers will determine a voting date and any other details will be communicated to Members via the ALÁNO Group Page.

Question 2. How are the categories determined?

ANSWER: In order to allow organizations of all sizes a chance to obtain a monetary award, categories will be established based upon the amount of each organization's annual budget for the budget-year preceding the testing-year. This will allow each organization at least one budget-year to attempt to move into the next higher category. The dollar-value of each category will change each year depending upon the relative budgets of all ALÁNO Members. These values will be determined by the Committee of Managers.

Question 3. Can you provide an example of how this will work?

ANSWER: Yes. The first ALÁNO Award Presentation will occur in January, 2015, and will substitute for that month's "Get-Together". The "testing year" will be 2014, regardless of whether a Member's budget-year overlaps 2013 and 2014. The "budget-year" for purposes of categorizing a Member into Large, Medium or Small, will be 2013, or the budget-year ending in 2013, if the Member uses a fiscal year rather than a calendar year.

Question 4. How much are the respective awards?

ANSWER: For 2015, the respective awards for Large, Medium and Small sized Member organizations is, \$15,000, \$10,000 and \$5,000, respectively. No representation is made concerning the amount of future awards.

Question 5. Are there any restrictions on the use of these funds?

ANSWER: No. That is entirely up to the discretion of the award-winners.

Question 6. How will attendance at the Awards banquet be managed?

ANSWER: Each Member organization will be automatically afforded the number of reservations based upon the aggregate total of their Board of Directors and paid Staff. Depending upon the number of reservations confirmed, a Member-organization may request additional reservations. It is up to the ALÁNO representative to convey to the organization the date, time and location of the Awards banquet. Sufficient time will be given within which to obtain confirmations from those automatically invited before acceding to other requests. Attendance must be confirmed by each prospective attendee at least 2 weeks in advance of the banquet.