



Letter of Authorization

Champions for Kids SIMPLE Giving Program – Dept 92/95: September-October 2015

To: Walmart Store Manager Associates

From: Walmart Home Office & Champions for Kids, Community Champion

Date: 9/21/2015 – 10/5/2015

RE: Champions for Kids SIMPLE Giving

Dear Store Manager,

This Letter of Authorization (“LOA”) outlines the Champions for Kids SIMPLE Giving program. Only your employees or approved third-party representatives (collectively “Representatives”) may perform the project on your behalf. You must ensure your associates or merchandising teams perform the project on your behalf. All tasks outlined in this LOA must be performed in accordance with the terms, conditions, and requirements of the Walmart Supplier Agreement and/or the Walmart Master Services Agreement.

Project Overview:

- **Purpose:** 1) “The Champions for Kids Simple Giving pallets encourage shoppers to purchase and donate items to benefit kids in your community. Ensure that the Champions for Kids SIMPLE Giving pallets have been executed at the front of the store near the cash registers;
2) Ensure that donation bins are placed near the exits.
- **Stores Affected:** All stores that receive “Champions for Kids” PDQs
- **Project Timeline:** Weeks 34-36

Community Champion Responsibilities:

- 1) Check in at the Customer Service Desk upon arrival at the store and sign in on the Vendor Log.
- 2) Ask for a member of management, present this letter of authorization to him/her, and obtain their signature as a salaried member of store management.
- 3) After presenting this LOA to the applicable manager, inform him/her that you will be executing the following steps:
 - Step #1** – Explain the program to Store leadership (member of store management).
 - Step #2** – Indicate that the program directly benefits kids in need that is in your local community because of the donation opportunity.
 - Step #3** – If it is not currently present, ask that the Champions for Kids’ SIMPLE Giving pallet display be placed on the floor in action alley.
 - Step #4** – If it is not currently present, ask that the donation bin is placed near the exit doors. If there are any issues, please contact Champions for Kids at 1-888-727-1094 or email simplegiving@championsforkids.org.
 - Step #5** – Return to the store on or around October 6 and pick up the donated items. Give them to kids in need located in your local community (such as a local school or non-profit organization).

In performing the LOA:

- Ensure Community Champions execute only the steps listed in this LOA;
- Prohibit Community Champions from giving directions to or receiving directions from Walmart’s associates except for directions listed in this LOA;
- Prohibit Community Champions from disrupting Walmart’s normal store operations;
- Prohibit Community Champions from entering the backroom or any other “associate only” designated areas;
- Prohibit Community Champions from using Walmart power lifting equipment to perform this LOA;

- Prohibit Community Champions from opening locked cases on the sales floor (e.g. electric shavers, firearms, etc.);
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- And properly vet Community Champions to ensure that they do not pose a risk to the safety or property of Walmart, its associates, or its customers. Community Champion may not solicit the general public to perform these tasks through web-based applications, including, but not limited to, Gigwalk or Field Agent.

Under this LOA, you are an independent contractor. As such, neither your action nor inaction may be attributed to Walmart. Your Representatives are not Walmart's employees and have no authority to act on Walmart's behalf. Any questions concerning this LOA should be directed to the Walmart associate identified below or a member of store management.

Should any questions arise from the Walmart side, please contact Andy Carter.

Andy.Carter@wal-mart.com

[479-277-2456](tel:479-277-2456)

For other questions, contact Champions for Kids Toll Free:

888-727-1094

simplegiving@championsforkids.org

Project Name: Champions for Kids SIMPLE Giving

Store Associate (Management) Responsibilities:

- 1) Check Event Calendar Plus to verify that this LOA has been approved by Walmart
- 2) Sign this LOA acknowledging the Community Champion's visit to the store

STORE MANAGEMENT ASSOCIATE

Name: _____ [print name]

Title: _____ [print title]

Date: _____ [print date]