**HerNest**

*Human Centered Data Ecosystem*

**Non Profit Template Confirmation Checklist**

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**📖 HOW TO USE THIS TEMPLATE**

**What This Is**

Checklist for onboarding partners.

**How to Use**

* Check items as complete
* Assign tasks
* Track dates
* File when done

**Tips**

* Set realistic timelines
* Communicate regularly

**📝 ABOUT PLACEHOLDERS**

* [Organization Name] → Your organization name
* [Your Name] → Your actual name
* [Date] → Actual date
* HerNest or [HerNest] → Keep as is (ecosystem name)
* Any [BRACKETED TEXT] → Your information

**📄 TEMPLATE CONTENT**

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## **Template Onboarding & Confirmation Checklist**

For Subscribing Non-Profits

As part of your subscription with HerNest (Hane), you are entitled to receive the following official templates for your organization’s use:

Plain document templates with the HerNest watermark

Brief report templates for non-profits

Pre-partnership hiring templates

MOU and collaboration information

Memorandum of Understanding (MOU) template

HerNest reporting templates

Policy templates

Template usage policy for subscribing businesses and non-profits

Subscribing organizations workflow

EQ survey templates

Brief report formats for non-profits

Plain document templates featuring your organization’s logo alongside the HerNest watermark

Instructions:

Review the list above to ensure all templates have been received.

Complete this checklist by ticking each item received.

Sign and return the attached Non-Disclosure Agreement (NDA) along with this checklist.

Indicate the date on which you received these templates.

Once confirmation and the signed NDA are received by HerNest, your organization may begin using the templates immediately.

Confirmation Section (To be completed by the Subscribing Non-Profit):

All templates have been received

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signatory Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_

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*HerNest • Empathy First • Truth as Foundation • Sustainable Impact • Capacity, Not Dependency*