

ADULT & TEEN CHALLENGE USA MINISTRY EXPANSION POLICY **Effective/Revision Date: December 1, 2023**

The Purpose of this Policy

ATC's calling (Matthew 28:19-20) and vision for this ministry compel us to do all we can to address the ever-growing addiction and substance abuse epidemic in our nation. To that end, we encourage and support our ATC Affiliates to expand their capacity to meet these needs consistent with God's calling and the ATCUSA Mission and Vision, Affiliation Agreements, Accreditation Standards, and sound ministry/business practices. We must also be strategic and steward the resources God has given in our expansion efforts (Matthew 25:14-29). Our vision remains fixed – putting Hope within reach through the power of Jesus Christ as He alone transforms (2 Corinthians 5:17). Consistent with this vision as operationalized in the field, this policy defines protocols and procedures that ATC Affiliates must follow to ensure that expansion is conducted in a cooperative process, ensuring effectiveness and unity (Ephesians 4:3) across ATC regions and ministry operational areas.

ATCUSA (the national office and its board of directors) reserves the right to approve the location for where an expansion can occur. ATCUSA has affiliations with over eighty corporations and must ensure their affiliation reach and ministry effectiveness in each of their respective locations and markets while also ensuring the mission and vision of ATC – Putting Hope within reach of everyone – can be achieved as the Lord leads.

ATCUSA's Trademark and Licensing Agreement applies to all actions envisioned and taken under this policy for all organizations, including ATC Affiliates and their partnerships or ownership of other organizations.

Expansion Policy Framework

As required in the ATCUSA Accreditation Procedures, all expansion efforts by ATC Affiliates, those with or without a DBA (Doing Business As), including separate corporate organizations (501c3, LLC, etc.) operated by or in partnership with ATC Affiliates, must be coordinated with the National Office Department of Field Operations. For expansion initiatives within an Affiliate's current, established area of ministry operations, this notification serves to keep the National Office aware of an Affiliate's growth. Once an existing Affiliate submits a proposal to expand in a new location, outside its current, established area of ministry the National Office will complete due diligence as specified below. This process will begin by engaging the respective Regional Representative for regional leadership, expertise, and support.

When an existing ATC corporation submits a proposal to expand in a new location outside of its current ministry area, the following criteria will be thoroughly reviewed and considered:

- The new proposed location's proximity to other ATC Affiliate organizations, including the consideration of geographical boundaries.
- The initial input and feedback from the existing local Affiliate (if applicable). This

Putting Hope Within Reach Through the Power of Jesus Christ

feedback must be documented and presented to the national office.

- Current expansion plans by the expanding Affiliate and the existing/local Affiliate (if applicable) based on items such as Board approval, ministry-business plans, finances raised, reasonable timeline, local A/G District communication, etc.
- A review of the proposed location's student population targets.
- Regional populations (and their densities) and their ability to support multiple nonprofit entities.
- Need for additional ATC services in the proposed city or location.

Mergers/Acquisitions

When ATC corporations are considering a merger between two corporations or the acquisition of one corporation over another, both corporations engaged have a responsibility to engage the ATC National Office prior to any final decision being made. The National Office will inform the respective Regional Representative(s). The National Office will then meet with the leaders of the corporations to understand their rationale and offer any feedback or direction as needed.

The National Office Procedure for Expansion Opportunities

1. After initial, informal coordination with the National Office, all ATC corporations who envision a new center or ministry service expansion plans must complete a *New Ministry Services Expansion Interest Form* found online at staff.teenchallengeusa.org.
2. All affected corporations will receive written notification of receipt and acknowledgment of the process start date for consideration.
3. Completing the expansion interest form constitutes official notification to the ATC National Office of a corporation's intent to expand. It commences a multi-phased process that will assist the Affiliate in reaching its goals. This is the process:
 - a. The form is submitted by the corporation wanting to expand, and the National Office sends a confirmed receipt acknowledgment to the submitting corporation.
 - b. The National Office engages the respective Regional Representative(s) from both the expanding corporation and the corporation already in the market (if applicable).
 - c. The engaged Regional Representatives and the National Office will meet with all parties and discuss the heart, mission, and vision of all involved.
 - d. The National Office will conduct and finalize a formal review (using the considerations listed under the expansion policy framework section).
4. Following the full ATCUSA review, recommendations, formal approval, or other decisions based on current field conditions, needs, or challenges will be communicated to everyone involved.
5. If the expansion is approved, the National Office will develop a communication and follow-up plan with the expanding corporation to monitor progress and provide necessary support.

Appeal Process:

The results of the ATCUSA review can be appealed in writing through the following procedure:

1. The ATC Corporation appealing the decision by the National Office including their Regional Representative must appeal in writing by emailing the National Office at expansionappeal@teenchallengeusa.org within thirty days of the communication of the initial decision.
2. The appeal email and any relevant documentation should include all necessary information including the reasons/rationale for the appeal. Examples may include new information and data not available during the initial decision, or an adjustment to the expansion plans based on the initial decision. Files, if necessary, should be attached to the email appeal.
3. The appeals committee will be made up of the entire ATCUSA Board of Directors, including all eight Regional Representatives. At the discretion of the Board of Directors, additional ATC CEOs may be asked for their input to ensure we have fair, unbiased, and equitable input into the appeals process and decision. All conflicts of interest are to be resolved prior to any decision being finalized.
4. The appeals committee will review the new information and contact all necessary parties for any further information and data as needed. The committee will also diligently and intentionally spend some time in prayer, seeking the wisdom and discernment of the Holy Spirit in the process. The prayer and review period will last no longer than thirty days from the receipt of the appeal request.
5. Once the committee is ready, a vote of the full ATCUSA Board of Directors will determine the outcome of the appeal. In order for the appeal to be approved, the appeals request must receive two-thirds majority of votes in favor of approving the request.
6. Within sixty days of the appeals process, the National Office will inform the ATC corporation filing the appeal of its decision in writing.