

Volunteers of America, Utah

THIRD PARTY FUNDRAISING EVENTS AGREEMENT

Thank you for your recent interest in assisting the Volunteers of America, Utah with our fundraising efforts. On-going funding is imperative to supporting the mission, programs and services of Volunteers of America, Utah. Thanks to the support and commitment of people in our community, we are able to reach our support fundraising goals each year.

In order for us to better understand your event, we will need you to read, complete in entirety and return the following contract to us at least two week prior to your event. Please do not hesitate to contact us should you have questions or concerns! We look forward to working with you.

Due to the large number of third party events organized on behalf of Volunteers of America, Utah, staff and volunteers cannot provide support to plan and promote events. Staff and volunteers may however be able to attend a third-party event. Requests for such a presence will be handled on a case-by case basis and cannot be guaranteed.

Volunteers of America, Utah **is able** to:

- Provide a banner to be used at your event (banner must be returned with 5 days of event)
- Provide promotional materials about Volunteers of America, Utah (including but not limited to information pamphlets and donation cards)
- Provide minimal promotional support (see "Advertising and Promotions" below)

Volunteers of America, Utah **is unable** to:

- Provide mailing lists
- Pay for any costs associated with your event
- Ensure attendance at your event

HELP US TO KNOW YOUR EVENT!

Please complete in entirety the following and return with a signed completed copy of the contract.

CONTACT INFORMATION

Organization Name: _____

Contact Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

E-Mail: _____

Company Website (If Available) : _____

GENERAL EVENT INFORMATION

Event Name: _____

Event Description: _____

Date(s): _____ Time: _____

Location & Address: _____

Facebook event page URL: _____

Is this event open to the public? Yes No

PAST EVENTS

Have you organized a Volunteers of America, Utah third-party event previously? Yes No

If yes, briefly describe the event. _____

How much money was raised? _____

FINANCIAL INFORMATION

In an effort to assist you in the production of a successful event, please indicate how you will generate revenue for Volunteers of America, Utah:

- Ticket Sales/Entry Fee
- Auction
- Drawing
- Donation Drive
- Online Campaign
- Other _____

What percent of net proceeds (sponsorship, drawing, tickets, fees, etc.) will be donated? _____%

Anticipated GROSS event revenue: \$ _____

Anticipated NET event revenue: \$ _____

Will this be an annual event to benefit Volunteers of America, Utah? Yes No

Volunteers of America, Utah **INVOLVEMENT**

Sponsorship: All potential sponsor solicitations must be approved by Volunteers of America, Utah prior to any contact with sponsors. Sponsors are companies or individuals who are contributing to help underwrite or donate to the event in exchange for recognition. This does not include in-kind donations (prizes, auction items, food, goods...)

Event Planning and Staffing: Due to the large number of third-party events organized on behalf of Volunteers of America, Utah , staff and volunteers cannot provide support to plan and staff events. Staff, volunteers and board members may be able to attend a third-party event. Requests for such a presence will be handled on a case-by-case basis and cannot be guaranteed. If you would like to request such, please provide as much detail about your preferences and requirements and we will make every attempt to meet your request.

Viral Marketing: Volunteers of America, Utah will determine on a case-by-case basis if the event will be advertised on Volunteers of America, Utah’s online communication systems including the website (calendar of events,etc.), E-blasts, Facebook and/or Twitter. Please provide a description below of the types and amount of viral communication you will be requesting.

Financial Management: Volunteers of America, Utah may be asked to receive and receipt sponsorship contributions in order for the donors to receive a charitable contribution. In such cases, and if Volunteers of America, Utah agrees to accept these gifts, the contributions can be utilized to pay for event expenses. However, you must submit and receive approval on a detailed event budget prior to any gift being received or expense being made. Options for accepting credit cards may also be available to your group. Please discuss option with your VOA Point Person. Funds from third party events must be delivered to Volunteers of America, Utah within 7 days of the event date.

Required: Please submit a complete budget with expenses and potential revenue with agreement. Have you attached a detailed budget (revenue and expense) to your agreement (include if Volunteers of America, Utah will be accepting contributions on your behalf)? Yes No

Reminder: Volunteers of America, Utah is unable to:

- Provide mailing lists
- Pay for any costs associated with your event
- Ensure attendance at your event/no ticket sales via VOA offices

ADVERTISING AND PROMOTIONS

Typically, third-party events do their own advertising and promotions. Volunteers of America, Utah must pre-approve *all* promotional materials before distribution, including - but not limited to - fliers and press releases. All materials must clearly indicate that the event is not produced or hosted by Volunteers of America, Utah.

Upon approval, you may, in most instances, use the Volunteers of America, Utah name and logo. It is important that the Volunteers of America, Utah name and logo be used correctly and spelled properly. Always refer to the organization as “Volunteers of America, Utah” “Volunteers of America, Utah’s Homeless Youth Resource Center” **NOT** ... “The VOA,VOA, HYRC, Youth Shelter ” and NOT only by program name. Please adhere to the following logo guidelines:

- The logo may be reproduced in all black or in all white on a black or equally dark background.
- For all color print jobs the color logo should be used.
- The logo cannot be boxed.
- The logo cannot be modified in any way other than proportionate sizing.

THIRD-PARTY APPROVAL

Each third-party event will be considered for approval on an individual basis. Generally, the following events will not be approved:

- Events located in close proximity to another Volunteers of America, Utah event
- Events that require Volunteers of America, Utah to sell merchandise, tickets, coupons, etc.
- Events associated with businesses or individuals known to conduct themselves in a manner not compatible with Volunteers of America, Utah’s mission

I/We hereby understand, agree and submit the following:

- Volunteers of America, Utah will not assume any legal, insurance or financial liability for the above referenced event.
- Furthermore, we understand and agree that Volunteers of America, Utah must approve, prior to printing and distribution, any use of its name or logo.

Third Party Event Coordinator/Contact Signature

Date

Volunteers of America, Utah Representative

Date