



## THIRD PARTY FUNDRAISING EVENTS AGREEMENT

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First and foremost, we want to thank you for your desire to make a difference in our community by assisting Volunteers of America of Eastern Washington & Northern Idaho with raising funds for our programs. It is thanks to the support and commitment of people like you in our community that we are able to help the most vulnerable people throughout the Inland Northwest.

This form is designed to help us better understand your event, to make clear expectations on both sides and to prepare us to assist you as we are able. Please read and complete this form in its entirety and return the following contract to us at least two week prior to your event. Don't hesitate to contact us should you have questions or concerns! We look forward to working with you.

We are thrilled with your desire to make a difference. However, please be aware that:

due to the large number of third-party events organized on behalf of Volunteers of America, staff and volunteers cannot provide support to plan and promote events. However, staff and volunteers may be able to attend a third-party event (attendance cannot be guaranteed but will be determined on a case-by-case basis depending on the time/date and scope of the event). In addition:

Volunteers of America is NOT able to:

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

Volunteers of America 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 (including but not limited to information pamphlets and donation cards)
- Provide minimal promotional support (see “Advertising and Promotions” below)

(continued on next page)

## HELP US TO KNOW YOUR EVENT!

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

### CONTACT INFORMATION

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Website (if applicable) : \_\_\_\_\_

### 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 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:

- Ticket Sales/Entry Fee
- Auction
- Drawing/Raffle
- 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?  Yes  No

## VOLUNTEERS OF AMERICA'S INVOLVEMENT

### Sponsorship:

Because we don't want more than one person representing Volunteers of America to ask the same people for money at the same time, all potential sponsor solicitations must be approved by Volunteers of America 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, staff and volunteers are not able 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. Please provide as much detail about your preferences and requirements for staff, volunteer and/or board member attendance below and we will make every attempt to meet your request: \_\_\_\_\_

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### Marketing:

Volunteers of America will determine on a case-by-case basis if the event will be advertised on Volunteers of America's **online communication systems** ([www.voaspokane.org](http://www.voaspokane.org), emails, newsletter, Facebook, etc). Please provide a description below of the types and amount of marketing you would prefer (if available): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Financial Management:

Volunteers of America may be asked to receive and receipt sponsorship contributions in order for the donors to receive a charitable contribution. In such cases (if Volunteers of America 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 options with your contact at Volunteers of America. In cases where Volunteers of America is providing financial assistance as described above, funds from third-party events must be delivered to Volunteers of America within 7 days of the event date.

### Reminder:

Volunteers of America is NOT able to:

- Provide mailing lists
- Pay for any costs associated with your event
- Ensure attendance at your event
- Sell tickets via Volunteers of America offices

### ADVERTISING AND PROMOTIONS

Typically, third-party events do their own advertising and promotions. All materials must clearly indicate that the event is not produced or hosted by Volunteers of America. Upon approval, you may, in most instances, use the Volunteers of America name and logo. Volunteers of America must pre-approve *all* promotional materials for third-party events before distribution, including—but not limited to—flyers and press releases. It is important that the Volunteers of America name and logo **be used correctly and spelled properly. Always refer to the organization as “Volunteers of America” or “Volunteers of America’s [Program (i.e. Crosswalk)]” and NOT ... “The VOA or VOA and NOT only by program name.** In addition, please follow 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 resizing proportionally.

### 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 event
  - Events that require Volunteers of America to sell merchandise, tickets, coupons, etc.
  - Events associated with businesses or individuals whose conduct is not compatible with Volunteers of America's **mission**
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I/We hereby understand, agree and submit the following:

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

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Third Party Event Coordinator/Contact Signature

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Date

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Volunteers of America Representative

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Date