



THIRD-PARTY EVENTS AGREEMENT

Morris Animal Foundation (Hereafter the Foundation) is pleased to be the beneficiary of financial support resulting from fundraising events organized by passionate, animal-loving individuals, groups and organizations.

In order to ensure all proposed fundraising events are in keeping with our organizational guidelines, and to ensure these events comply with regulations pertaining to nonprofit organizations, we require the following:

- 1 The organizer will be authorized to use the name Morris Animal Foundation in connection with the fundraising event only. This authorization will last until the completion of the event, or termination of this agreement, whichever comes first. Use of the Foundation letterhead is not permitted.
- 2 Third-party fundraising events must be financially self-sustaining without contribution from or financial risk to the Foundation. The Foundation assumes no responsibility for expenses related to the event.
- 3 All printed materials using the Morris Animal Foundation name, including, but not limited to, invitations, advertisements, banners, solicitation letters and press releases, or any information that appears on a website or electronic information should be stated correctly, e.g.: Morris Animal Foundation (the Foundation if referenced more than once), and Morris Animal Foundation Golden Retriever Lifetime Study.
- 4 Morris Animal Foundation's logo cannot be used without permission. Materials cannot include any wording that suggests endorsement of a product by the Foundation.
- 5 The Foundation reserves the right to approve all collateral (printed and/or electronic) bearing the Foundation name and/or logo prior to distribution, and/or request copies of collateral prior to distribution.
- 6 The amount or percentage of monies donated to the Foundation must be included in all advertisements to ensure that the general public is aware of what percentage of their funds will benefit the Foundation. It must be clearly stated that Morris Animal Foundation is the beneficiary of the event only. Better Business Bureau requests the percentage of proceeds donated are communicated to the public in clear, unambiguous language and in a readily identifiable fashion on all communication materials (e.g. "20% of net proceeds" or "\$10 from every ticket sold").

- 7 The Foundation assumes no responsibility for promoting this event or for acquiring event sponsors, but reserves the right to do so.
- 8 The event organizer agrees to comply with all necessary local or government regulations. This includes, but is not limited to, purchasing insurance, registering with the appropriate agencies, following any rules of disclosure currently required by the IRS and acquiring required licenses or permits.
- 9 The volunteer organizer holding the event to benefit the Foundation agrees to indemnify and hold the Foundation harmless from any and all claims that may arise as a result of this event.
- 10 The volunteer organizer may request a Foundation representative at the event, however, the Foundation has very limited staff resources and must prioritize which events staff members are able to attend. We will consider requests to attend events on a case-by-case basis.
- 11 The organizer agrees to deliver to the Foundation, 30 days after the completion of the fundraising event, the proceeds from the event, including pledges, and to provide a written account of the fundraising event with photos if requested by the Foundation.
- 12 If you, the organizer, choose to donate a percentage of monies collected from the event to the Foundation, please be aware that the Foundation will only acknowledge the monies received.
- 13 Ensure all event participants sign a waiver form if the fundraiser is a sporting/activity event.
- 14 In order for the Foundation to comply with federal and state tax laws by sending a receipt for each donation, the volunteer organizer must provide detailed information when submitting donations collected directly from participants at the event. The information **MUST** include name, address, specific amount donated to the Foundation, and phone numbers if a credit card was used. The volunteer organizer must ensure that the sum of donations from the detailed report equals the total donation given to the Foundation. The Foundation can only generate tax receipts (acknowledgements) for the amounts actually received by the Foundation.
- 15 Be prepared to provide comprehensive general liability insurance in the amount of \$1 million which covers liability for bodily injury, property damage or death arising out of your third-party event or activity. If this insurance is required, you must name "Morris Animal Foundation" as Additional Insured (riders) on your policy solely with respect to the event/initiative. The organizer must be prepared to provide the Foundation with the insurance certificate upon request.
- 16 This agreement shall not be assignable.

Please contact us if you have any questions regarding this agreement at fundraiser@morrisanimalfoundation.org or **800.243.2345**.