



Third-Party Host Fundraiser Event Agreement

YWCA Vermont Camp Hochelaga thanks you for your interest, and appreciates your desire to support hosting an independent third-party fundraising event to benefit the organization and its mission. Events such as yours are important to our efforts to raise funds and awareness of YWCA VT Camp Hochelaga programs and services.

The following application and guidelines serves as an agreement between the business or organization named below and YWCA VT Inc. for the purpose of setting forth the terms and conditions of our relationship with respect to your fundraising activity. We ask that you agree to the following terms and conditions in order to best communicate efforts and proceeds from your fundraiser activity will support YWCA VT Camp Hochelaga. For more information or questions about the terms and conditions, please call our offices at 802-862-7520 or email Joanna Scott at Joanna.scott@ywcavt.org.

Please return the completed forms to YWCA VT Camp Hochelaga office using the information supplied below. **This agreement is not valid until signed and authorized by the Development Director, Joanna Scott.** Thank you on behalf of YWCA VT Camp Hochelaga organization for your efforts to raise funds in support of our mission. Your time and commitment are deeply appreciated.

YWCA Vermont Camp Hochelaga

76 Pearl St. Ste 205

Essex Jct, VT 05452

www.ywcavt.org

Application

Name of Host: _____

Name of Organization: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Website: _____

Why did you elect to raise funds for YWCA Vermont Camp Hochelaga?

Please provide the following details about your event:

Event Date(s): _To: _____ From: _____

Event Time: _____

Location (full street address, city/state/zip): _____

Name of Event: _____

Description of the Event: *(please be specific)*

Would you like to receive YWCA Vermont Camp Hochelaga promotional materials to have on display at your event? ____ Yes ____ No

Anticipated number of attendees: _____ Anticipated revenue projected to raise: _____

How will you raise these funds?

Please list all key individuals and organizations involved with this event, with their affiliations:

Terms and Conditions

The event host / organization agree to pay **all costs associate** with the described / outlined event.

YWCA VT Camp Hochelaga will not solicit sponsors, auction items, provide any donor, volunteer or other contact information for your event. We will not / do not endorse products, firms, organizations, direct solicitation, political party or candidate support, individuals or services. The role of YWCA VT Camp Hochelaga is to support approval of third-party events. Typically, YWCA VT Camp Hochelaga staff do not attend the event.

The event host / organization agrees not to subcontract or in any way transfer any of the obligations, duties or responsibilities under this letter agreement without written permission from YWCA VT Camp Hochelaga staff. Either party to the letter agreement may terminate this letter agreement at its convenience. If in the event funds were collected they must be remitted as specified.

YWCA VT Camp Hochelaga reserves the right to inspect and audit your financial records / bookkeeping with respect to all funds collected under this letter of agreement.

The event host / organization will comply with all federal, state and / or municipal charitable solicitation statues and/or ordinances applicable to the fundraiser activity.

All fundraising materials will specify the full name of **YWCA VT Camp Hochelaga** organization and must fully and truthfully state the dollar amount or percent that is to benefit our organization. If your fundraising effort included a donation collection drive, whereby you provide donors the opportunity to donate money, you agree to collect donations from the donors and forward 100% of the donations to the YWCA VT Camp Hochelaga organization. If it is reasonable and customary for the donors to expect an acknowledgment of their donations collected under this fundraising effort, you will provide YWCA VT Camp Hochelaga a written document that acknowledges the donor's contribution **including (donor name, street address, email, phone and contribution amount.)**

You may not establish a bank or other deposit or transaction account in the name of YWCA VT Camp Hochelaga organization. **All proceeds must be received within 10 business days of the conclusion date** of the event and/or promotion. For ease of turning in your collected contributions, checks should be made payable to YWCA VT Camp Hochelaga, all coins and cash need to be counted and totaled. Excess coins should be presented rolled in coin wrappers.

YWCA VT Camp Hochelaga must be informed of and approve all press, print and media communication / coverage for this event. This agreement does not grant permission to use the YWCA VT Camp Hochelaga emblem / logo; however, it does grant you permission to name the YWCA VT Camp Hochelaga as the beneficiary of the fundraising activity.

The event host will inform all invitees and participants that the event is not produced, supervised or sponsored by the YWCA VT Camp Hochelaga organization and is neither responsible nor liable for any acts or omissions related to the event.

