



RELIEF[®]
INTERNATIONAL

Community Fundraising Agreement

Contact:

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Policy for Approving Community Fundraisers

This policy is established to guide Relief International (RI) in approving events by, or affiliations with third parties on our behalf to benefit our programs. A community fundraising event or affiliation can be defined as any fundraising initiative brought forward by an individual(s), group, or business unaffiliated with RI that wishes to raise money through a planned event or association that is organized, executed, and resourced by the external party.

Community supporters wishing to assist RI's mission through fundraising efforts will be asked to complete a short **Community Fundraising Agreement**. Certain fundraisers cannot be approved due to state law, or are not in accordance with the values and mission of RI.

RI personnel will evaluate the submitted forms. RI reserves the right to withdraw its name from use by third parties should deviations from the approved "Application and Plan" affect the public's perception of RI, or the anticipated benefit to RI. Failure to fully disclose personal or business interests that bring financial benefit to the proponent, whether direct or indirect, is grounds for RI's withdrawal.

This Policy is for the purpose of loaning RI's name, logo, and reputation to events that benefit our programs, to ensure we are held harmless legally for these community events, and to ensure these events are held legally and in a manner that promotes our good name.

1. Events or affiliations that conflict in any way with our mission or other program priorities will not be approved.
2. Event or affiliation organizers are requested to submit the "Application and Plan for Community Fundraising" form in advance of the intended event date or affiliation.
3. Fundraising groups need to have their own necessary insurance and permits if needed for the event.
4. While we do not promote the use of alcohol, we recognize that a law-abiding event can be an appropriate venue for a benefit. Check with your state regarding all applicable laws.
5. No event or affiliation that involves gambling will be approved. We define gambling as a paid chance to participate in possibly winning a prize. Unpaid games may be approved so long as they are free to participate in and no monetary prizes are awarded.
6. No raffles will be approved. Due to California state gaming laws, any raffle for RI would have to be held by the agency, not by a third party.

7. Vending agreements will not be approved unless signage clearly states what percentage of the proceeds will be donated to RI. Additionally, RI will not sign an exclusive agreement with a single vendor / donor.
8. RI will not approve promotions whereby our volunteers and staff need to sell anything, unless explicitly approved by the Chief Executive Officer
9. **Fundraising groups must not display the RI logo without prior approval.** Upon approval, the RI logo must be used in a way that promotes RI's positive image. Fundraising groups must submit a draft of any non RI-produced materials (i.e. posters, programs, t-shirts, flyers) to RI.
10. In addition to good will, there should be a financial goal from the event's proceedings.
11. RI will only cover expenses incurred in production of the event if specifically approved in advance in the form of a written agreement with the Chief Executive Officer and RI's Chief Finance Officer.
12. All community events to benefit RI must follow all applicable laws including:
 - Laws regarding tax deductions. Not all participants can take a tax deduction. This can be carefully explained to potential fundraising groups. Contact RI's Communications department at (310) 478-1200.
 - Laws regarding wording on printed tickets, programs and flyers, such as: "XX% of proceeds benefits RI."
13. RI cannot commit to providing staff or volunteers to attend or plan the event unless arrangements are made in advance and approved by the Chief Executive Officer.
14. In general, events, affiliations or promotions that require RI to release to third parties the names, addresses, or phone numbers of donors or prospects will not be approved. At RI's discretion, we will liaise with the event coordinator regarding our donor and contact lists.
15. Events, affiliations or promotions that bring the benefits to RI of immediate contribution, high visibility, and ongoing access to desired markets for future solicitation will be regarded most favorably.
16. In line with our mission to serve without discrimination, RI allows groups to raise funds without discrimination. Any group that meets the above 15 points will not be turned down as a fundraiser based on discriminatory reasons.

I _____ have read and agree to the conditions of the above Policy.
 (Print name)

 (Signature)

 (Date)



RELIEF
INTERNATIONAL
Indemnification Agreement

This agreement is entered into between **Relief International** (herein named “**RI**”) and the sponsor / coordinator of the fundraiser (_____) (herein named “**Sponsor**”).

Sponsor wishes to organize and carry out a fundraising event for the purpose of generating money to donate to the work of RI. RI gratefully acknowledges Sponsor’s desire and efforts and agrees to use the donation in its charitable, humanitarian relief work.

Sponsor acknowledges that RI has played no part in the organization, promotion, or execution of its fundraising event and has no control over it. Consequently, Sponsor agrees that it will fully indemnify, defend and hold harmless RI, its directors and employees from any and all claims that may arise out of or result to such event, regardless of who might make such a claim.

If and to the extent any provision of this Agreement should be held invalid or unenforceable by a court of law, the parties agree that such provision shall be severed and the remaining provisions shall remain in full force and effect.

Date: _____ Sponsor: _____

(Print name)

(Signature)

(Title / position as it relates to the event)



Plan for Community Fundraising Events or Affiliations

Event proponents are asked to submit this Application and Plan prior to the intended event date or affiliation.

Contact Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Organization serving as host, coordinator, or sponsor: _____

Co-sponsors: _____

Contact: _____

Name of Event: _____

Date(s) of Event: _____ Time: _____

Location of Event: _____

Purpose of Event: _____

Event Description: _____

Estimated number of participants or attendees: _____

How will RI receive the proceeds from the event? _____

Expected date for the transfer of funds: _____

If you have corporate sponsorships (either secured or pending) please list along with current and available contact information:

Do you or any other individual (either formally or informally associated with the proposed event or affiliation) anticipate receiving a direct or indirect financial or business benefit from the event or affiliation? If so, please describe:

Describe your plans to publicize or market your event including where and how you plan to use Relief International's name (eg. Posters, tickets, banners; location of posters, banners; websites; etc.):

(signature)

(date)

Return the Agreement to:

*Maryam Fesharaki
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