



THIRD PARTY FUNDRAISING MEMORANDUM OF UNDERSTANDING

Thank you for considering Community Resource Center (CRC) as the beneficiary of your upcoming event. We truly appreciate your efforts to help us create paths to safety, stability and self-sufficiency for people in need in our community. In order to maintain the integrity of Community Resource Center and to ensure its success every event must agree to the following:

Promotion:

- CRC will provide our logo in a .jpg or .eps format to the event organizer.
- The CRC logo may not be altered in any way.
- CRC must review and approve all promotional materials prior to production or distribution. including, but not limited to, press releases, invitations, brochures, letters and flyers.
- All third-party events must be promoted or conducted in a manner to avoid the appearance that CRC is endorsing any product, firm, organization or service.
- All promotion of the event must clearly state that the event is not hosted by CRC.
- CRC may provide a writeable PDF template flyer – which you can then customize with your event name, date and location - to assist in promoting the date of the third party event.
- Publicity may not imply that the event is sponsored or co-sponsored by CRC, or that CRC is involved as anything but the beneficiary. List the event name followed by “In support of,” or “Proceeds to” followed by Community Resource Center.
- For public fundraisers, CRC is not responsible for promotion of your event but will share the fundraiser or event through our e-news. This includes at least 1 e-newsletter mention and 1 post to social media channels.

Support:

- Due to limited personnel resources, CRC cannot guarantee staff support to third party events. Please submit any requests as early as possible as they may be subject to timing and availability.
- CRC will not supply any funding to finance a Third Party Event and will not be responsible for any debts incurred.
- CRC must not be included in any contracts as a guarantor of payment.
- Volunteer recruitment is the sole responsibility of the third party event organizers. CRC does not release volunteer names externally. Due to privacy protection of

our donors, we cannot loan or offer our distribution or contact lists for solicitation by a third party.

- CRC will not provide insurance for third-party events. The event organizer is responsible for obtaining insurance for the event.

Insurance & Contracts:

- You are responsible for obtaining your own necessary insurance and permits as required by law.
- CRC Tax exempt status or tax ID # shall not be extended to any third-party event vendors.
- If your event is considered “high-risk,” (extreme sports, climbing, etc.), please contact us for an additional waiver.

Donation Collection and Acknowledgement:

- Our standard rule is that all funds raised are due to CRC within 30 days after your fundraiser.
- The event organizer must be accountable for all donations and submit them in a way that CRC can easily send donors a thank you letter of acknowledgement.
- CRC can accept donations by cash, check, money order or credit card.
- Consider redeeming cash for a bank cashier’s check, then submit the bank cashier’s check to CRC with a list of the donor names and addresses and the amount donated.
- All checks and money orders must be payable to Community Resource Center.
- CRC will send a letter of acknowledgment to all the donors who contributed by check or credit card, because their contact information is included on these forms of payment. If cash or money order donations are submitted, please include donor contact information so acknowledgement letters can be sent.
- Consider setting up an event webpage that will accept credit cards, as that is the easiest way to collect donations.
- As the event organizer, please remember to thank everyone who helped make your event a success: donors, volunteers, sponsors and the venue.

Participants:

- Your volunteer and donor lists will be added to CRC’s e-Newsletter; there is always an opt-out from receiving this communication at any time.

This Third Party Fundraising Memorandum of Understanding (MOU) is provided by Community Resource Center to (GROUP NAME) for the implementation of a third party fundraising effort or event to enhance fundraising efforts within (GROUP NAME's) community. By signing below, you acknowledge that you have read and accept the sections on Promotion and Logo Usage, Support, Donation Collection and Acknowledgement and Participants.

Group Name ("Group"): _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip _____

Email: _____ Phone: _____

Name of Fundraiser or Event: _____

Location of Fundraiser: _____ City: _____ State: _____

Date of Event: _____ Start Time: _____ End Time: _____

Event Description:

Facebook name:

Instagram name:

Expected Number of Attendees (if applicable): _____

The donation will be (check one):

In-Kind (clothing, accessories, etc) Financial Donation Both

Is there a guaranteed donation amount or percentage of proceeds to be donated?

(check one)

Yes No

If Yes, what is this amount? _____

NAME (Print name) Signature Date

John Van Cleef, CRC CEO Date