



SARRC

Southwest
Autism
Research &
Resource
Center

SARRC Third Party Fundraising Agreement Form

Thank you for your interest in partnering with Southwest Autism Research & Resource Center (SARRC). We greatly value our community collaborations and look forward to the opportunity to work with you. To ensure mutual benefits are produced through our collaboration, please read and sign below as your acknowledgement, understanding, and agreement with our guidelines. All potential third party events will be evaluated in terms of their alignment with SARRC's mission and benefit to our nonprofit 501c3 organization and those we serve.

General Guidelines

- Sponsoring Organization takes responsibility for all event details, coordination, promotion and sales.
- Sponsoring Organization represents to Southwest Autism Research & Resource Center that:
 - It will comply with all applicable laws during the planning, promotion and conduct of the event
 - It will be responsible for all vendor agreements, contracts, licenses, insurance and necessary permits and will be enforced through the conclusion of the event.
 - It will indemnify and hold Southwest Autism Research & Resource Center harmless from any and all claims of any kind or nature whatsoever arising out of, or in any related to, the event.
 - Nothing in this document shall be construed to authorize sponsoring organization, or any of its employees or representatives, to act as an agent of Southwest Autism Research & Resource Center (i.e., Sponsoring organization may not open a bank account in Southwest Autism Research & Resource Center's name).
- Sponsoring Organization will contribute {EITHER 100% of the net proceeds of the event (i.e., total revenues less actual out-of-pocket costs incurred) OR a guaranteed minimum amount of \$ _____ to Southwest Autism Research & Resource Center, along with a written accounting of event revenues and expenses within thirty (30) days after the event.
- Due to limited resources, sometimes SARRC cannot guarantee staff or volunteer attendance. Once you submit the agreement form, a SARRC staff member will contact you to let you know whether a staff member or volunteer will be able to attend.

Financial Guidelines

- In order for your event to be included on SARRC's website, social media or other SARRC promotional channels, SARRC requires a minimum donation commitment of \$500 (*unless otherwise discussed between Sponsoring Organization and SARRC*).
- The event will result in no cost or expense to Southwest Autism Research & Resource Center whatsoever, unless expressly agreed in writing to the contrary.
- SARRC will not assume responsibility for any debts incurred from event.
- A donation solicited on SARRC's behalf, whether the donation is an item or cash, is fully tax-deductible only when it is made directly and entirely to SARRC and no good or services are received in exchange for the donation. Only SARRC can verify that such a gift was made, and its nature, to the IRS. This information must be made explicitly clear in promotion of the Sponsor's event.
- When a portion of the ticket price or suggested donation from a participant of the Sponsor's event is not tax deductible, the Sponsoring Organization must clearly state this on all materials.
- Please communicate the estimated donation that SARRC can expect from the event within thirty days after the event.

Marketing and Promotional Guidelines

- In accordance with standards adopted by the Council of Better Business Bureaus, the Sponsoring Organization agrees that any solicitations made in conjunction with the sale of goods, services or admissions will identify at point of solicitation and in all collateral material relating to the Event must specify that:
 - Southwest Autism Research & Resource Center is the benefiting organization
 - Written information about Southwest Autism Research & Resource Center is available by calling 602-340-8717
 - Actual or anticipated portion of the sales or admission price that will benefit Southwest Autism Research & Resource Center
- Any use of the SARRC logo or inclusion of SARRC's name in event promotion must be approved by a SARRC staff member at least two weeks in advance of the event. We also ask that any contact with media be coordinated with SARRC's Marketing and Communications Manager.
- Written approval by the Southwest Autism Research & Resource Center is required - prior to distribution, broadcast or publication thereof — all printed material, publicity

releases and advertising relating to the Event, which mentions Southwest Autism Research & Resource Center or contains the logo.

- In order to avoid inadvertently jeopardizing existing relationships between Southwest Autism Research & Resource Center and its donors, the Sponsoring organization agrees to receive approval from Southwest Autism Research & Resource Center before soliciting corporations, businesses, celebrities, sports teams or individuals for cash or in-kind donations relating to the Event.
- SARRC will provide signage, brochures or various marketing collateral dependent on needs and availability of materials.
- SARRC does not approve the third-party use of our mailing or email lists.

Cancellation Guidelines

Not that we foresee a cancellation, but SARRC reserves the right to cancel an event at any time that do not follow general, financial and marketing/promotional guidelines. SARRC will incur no liability for any such cancellation.

By signing below, Sponsoring Organization indicates that they have read, understand, and agree to all guidelines, terms and conditions outlined in this form.

SUBMITTED BY:

Name

Company

Title

Date

APPROVED BY:

Name

Date

We are deeply grateful to you and your organization for proposing this event to benefit Southwest Autism Research & Resource Center. Your generosity allows us to advance research and provide a lifetime of support for individuals with autism and their families.