



THIRD PARTY STANDARDS FOR FUND RAISING EVENTS

Event Title_____

Date_____

Site/Location_____

Third Party Name/Title_____

Phone_____ FAX_____

Address_____

City_____ State_____ Zip_____

Email address_____

AGREEMENT

1. Mission related benefit

All third party events must align with and benefit the mission of The Erie City Mission of Erie, PA.

2. Use of Erie City Mission name and logo

Third-party benefit organizers may not use The Erie City Mission's logo or letterhead unless approved by the Mission's Executive Director. Such use of the ECM name and/or logo will be closely monitored to ensure branding guidelines are followed. The Erie City Mission will maintain strict editorial control over every use of its name and logo. Prior to going public, ECM staff will be made aware of and agree to any usage prior to printing or distribution. The approval process will be executed in a timely manner in respect of party deadlines.

Party may cite The Erie City Mission by name as the beneficiary of the event in printed materials – press releases, print, broadcast, or other promotional venues – but must still seek review and approval by the designated ECM staff person prior to printing.

3. Budgeting information and expense ratio requirements

Party shall provide documentation detailing the revenue and expenses that will be generated through the event. Overall expenses for the event should stay at or below 30%. Budget documentation must be provided prior to the event and reviewed with ECM staff before launching an event.

4. Financial Policies

Bank accounts may not be opened by anyone in the name of The Erie City Mission.

Checks for any third-party benefit should be made payable to the organizer of the event.

The Erie City Mission is responsible for depositing checks made out to ECM.

The Erie City Mission provides receipts only for donations directly received by The Erie City Mission.

ECM's tax identification number and sales tax exemption certificate may not be made available to third-party organizers.

The Internal Revenue Service allows a donor to deduct only that portion of a gift above the "fair market value" of the goods and services received. For example, if the cost to the donor is \$50 and the fair market value (actual cost per person) of the event is \$20, the tax-deductible portion of the ticket is \$30. Products or tangible items such as the purchase of raffle tickets, admission tickets, greens fees and goods, are not eligible as tax-deductible charitable donations.

At the conclusion of the event, the organizer will write a check to The Erie City Mission in the amount of the net proceeds. Party agrees to submit all proceeds from the event no later than 60 days following the conclusion of the event.

5. Marketing

Party agrees to adhere to ECM policy (see attached) by not associating any event with non-ECM entities such as tobacco, alcohol or gaming related industries.

6. Liability insurance

The Erie City Mission cannot issue insurance coverage or certificates. Party is encouraged to seek a certificate of insurance through a licensed provider. Party assumes any and all risks which might be associated with the event and further waive, release, discharge and covenant not to sue the Erie City Mission, its officers, members, sponsors, organizers or other representatives or successors and assigns, for any injuries or damages of any kind whatsoever as a result of the event and related activities.

9. Privacy

Due to privacy laws, ECM does not loan or give out its mailing lists for any third-party event, but may consider doing a mailing on behalf of the sponsor. Responsibility for costs associated with such a mailing will be determined on a case-by-case basis.

10. Independence

While The Erie City Mission accepts financial support through the third party event, it will always exercise independent judgment in its decision-making.

I acknowledge that The Erie City Mission is a beneficiary of this event and not an event sponsor. I have read and will adhere to the ECM Third-Party Event Standards and all its policies. I understand that The Erie City Mission will not be held liable for any injuries or damages that may occur at this event.

Third Party Signature: _____

Date: _____

The Erie City Mission
Representative Signature: _____

Date: _____

Secondary or Supervisory Signature: _____

Date: _____