



FUND IT FORWARD

Fund It Forward
4726 Highpoint Drive
Gibsonia, PA 15044

funditfwd.org

VOLUNTEER FUNDRAISING AGREEMENT

This Fundraising Agreement (the "Agreement") is made on the ____ day of _____, 20__ between Fund It Forward, Inc. ("FIF") and _____ (the "Volunteer" or "you").

By signing this Agreement, Volunteer represents that he/she wishes to organize and host an event to support FIF's mission to provide adaptive medical equipment to special needs children. As such, Volunteer agrees to the following:

1. Volunteer will follow all rules and regulations that FIF may establish from time to time with respect to fundraising events.
2. Volunteer will require that all donations made in connection with the fundraising event, whether or not they are actually made during the event itself, are made in the name of FUND IT FORWARD, INC.
3. Volunteer will not accept any donations made in his/her personal name.
4. Volunteer will encourage all donors to make contributions in the form of a check made payable to FUND IT FORWARD, INC., and will not, under any circumstances, deposit cash donations into his/her personal bank account. (Please keep all cash donations in a safe location and contact FIF for instructions on how to properly remit cash.)
5. Volunteer will document in writing (on the donor list provided) the name, address, telephone number, email address if available, of each individual who makes a donation to FIF related to the fundraising event; the list will also include the exact dollar amount of ALL donations.
6. Volunteer must submit ALL donations, along with the complete donor list, within thirty (30) days after the date of the fundraising event. In the event that additional donations are received after this time, Volunteer will submit such donations and a supplemental donor list within two (2) weeks of receipt.
7. Volunteer will not make any written or verbal statements indicating that donations are for the benefit of any particular individual. (You may say that the event is being held to benefit FIF in honor of a particular individual; however, it must be made clear that all donations are for the benefit of FIF only.)
8. Volunteer will not tell any donor that their donation WILL be tax deductible, only that the donations will be submitted to FIF and FIF will provide written acknowledgment of eligible donations directly to the donor.
9. Volunteer will refer any offers for individual donations in excess of \$2,000.00 to FIF.

Similarly, FIF wishes to provide Volunteer with support, resources, and guidance in organizing and hosting a fundraising event in the name of FIF and to receive all charitable contributions made that the fundraising event.

1. FIF will provide Volunteer with a fundraising package, which will include resources to assist Volunteer in organizing and hosting a fundraising event.
2. FIF will also provide support, through its website and via email (and telephone communication as needed), to assist Volunteer with organizing and hosting the fundraising event.
3. FIF will allow Volunteer to use the FIF logo, name, and resources, for the purpose of organizing and hosting a fundraising event for the benefit of FIF.
4. FIF will provide written acknowledgments of each eligible donation directly to the donor in accordance with IRS regulations.

This Agreement represents a legally binding contract between FIF and Volunteer. In the event that either party breaches the terms of this Agreement, the other party shall notify the breaching party in writing. Failure by either party to exercise any right under this Agreement does not constitute waiver of that right. This Agreement is made in consideration of the mutual promises it contains, as well as the tangible and intangible benefits that each party will receive through their relationship with the other. Finally, this Agreement is made in the Commonwealth of Pennsylvania and will be interpreted in accordance with its laws, without respect to any choice of law provisions.

In witness whereof, FIF and Volunteer have executed this Agreement on the date first written above.

FUND IT FORWARD, INC.

VOLUNTEER

Signature

Signature

Printed Name

Printed Name

Title: _____

Date

Date

Mail to:

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