



EVENT AGREEMENT

GROUP INFORMATION

1. Group Name: _____
Address: _____
Phone: _____ Fax: _____ E-mail: _____
2. Name of Contact Person: _____ Phone: _____

EVENT INFORMATION

1. Name of Event _____
2. Date(s): _____ Time: _____ Location: _____
3. Description of Event: _____

4. Who will be participating in the event? (entire school/single class): _____
If school, how many students will participate: _____ Grade Levels: _____ Public Private

PUBLICITY

1. Do you plan to publicize Event? Yes No
If so, how? _____
2. What participation or resources, if any, do you request from Belong (press releases, informational materials, or speaker)? _____

(Please note that a request does not necessarily guarantee a press release will be sent to the media. Speakers may not be available for all requests.)
3. Do you plan on using Belong logo? Yes No
If so, please explain how: _____
(Please note that to use Belong name or logo, you must receive prior approval)

RULES AND REGULATIONS

The undersigned Group here by acknowledges receipt of the attached Fundraising Event Rules & Regulations and agrees to comply and be bound thereto

*** Please return completed form to ***

PROPOSED BY:

Print Name _____
Date _____

Signature of Authorized Group Representative

APPROVED BY:

Print Name _____
Date _____

Signature of Belong authorized representative



FUNDRAISING RULES & REGULATIONS

Please be aware of the following regulations while planning and implementing your fundraiser:

1. Belong does not allow door-to-door or telephone solicitation
2. Belong is a licensed nonprofit, the owner of certain federally registered and common law trademarks, service marks and trade names including our logo. If this proposal is approved by Belong the School/Group will be granted a non-exclusive license to use the mark in connection with the Fundraiser.
3. All printed materials, publicity releases and advertising relating to the Fundraiser that mentions Belong or contains the Logo must be reviewed and receive approval from Belong.
4. In order to avoid inadvertently jeopardizing existing relationships between Belong and its donors; School/Group agrees to receive approval from Belong before soliciting corporations, businesses or individuals for cash or in-kind donations relating to the Fundraiser.
5. School/Group represents to Belong that (a) it will comply with all applicable laws during the planning, promotion and conduct of the Fundraiser; (b) all necessary insurance, licenses and permits will be obtained and will be in force through the conclusion of the Fundraiser; (c) the Fundraiser will result in no cost or expense to Belong whatsoever, unless expressly agreed in writing to the contrary; and (d) it will indemnify and hold Belong harmless from any and all claims of any kind or nature whatsoever arising out of, or in any way related to, the Fundraiser
6. School/Group will keep track of all money raised, and send the money directly to Belong office within thirty (30) days after the end of the Fundraiser, along with receipts and written accounting of revenues and expenses.
7. School/Group agrees to defend, indemnify, and hold harmless Belong from and against any and all claims, losses, damages, costs and expenses and liabilities of whatever kind of nature caused by, arising out of, or occurring in connection with the Fundraiser.

Thank you for supporting Belong!

For questions or comments, please contact:
Cynthia Lopez, Chief Development Officer
clopez@sjrctexas.org
210.843.3294