External Event Letter of Agreement

Thank you for naming Free Arts for Abused Children of Arizona a beneficiary of your upcoming event. As a nonprofit organization, we rely on community support and could not provide our resilience-building programs for children who have faced the trauma of abuse, neglect, and/or homelessness without generosity like yours. Please review, sign, and return the agreement below and our partnership will be underway!

|  |  |
| --- | --- |
| **Organization Name** | Click or tap here to enter text. |
| **Contact Name** | Click or tap here to enter text. |
| **Contact Title** | Click or tap here to enter text. |
| **Contact Phone** | Click or tap here to enter text. |
| **Contact Email** | Click or tap here to enter text. |
| **Contact Address** | Click or tap here to enter text. |
| **Event Title\*** | Click or tap here to enter text. |
| **Event Date**  | Click or tap here to enter text. |
| **Event Time**  | Click or tap here to enter text. |
| **Event Address** | Click or tap here to enter text. |
| **Expected Attendance** | Click or tap here to enter text. |
| **Anticipated Contribution Amount** | Click or tap here to enter text. |
| **Payment** | Check payable to “Free Arts for Abused Children of Arizona” within 30 days of event date. |

\*All Free Arts print collateral and/or media will refer to the event by the above title.

For the event named above, you agree to:

* Make public the net amount that will actually be donated to Free Arts. Potential donors must be informed whenever less than 100 percent of the net proceeds will be donated to Free Arts. (For example: “Ninety percent of the proceeds will benefit Free Arts for Abused Children of Arizona” or “All proceeds from the silent raffle – and only those proceeds – will benefit Free Arts for Abused Children of Arizona.”)
* Based on I.R.S. requirements, state what portion of the contribution for all tickets, invitations, or entry forms is tax deductible. If donors will receive a product or service in exchange for their donation, subtract the value (whether it is donated or not) of the product or service from the contribution. The remaining amount is tax deductible;
* Initiate a marketing campaign promoting the event including, e.g., local publication press releases, e-mail newsletter insertion, e-mail blasts, flyer creation /distribution, and local/peer group networking activities;
* Inform event participants – either in promotional materials or during the event as an announcement – that, “as an Arizona Qualifying Foster Care Charitable Organization, donations to Free Arts are eligible for a state income tax credit of up to $500 for taxpayers who are single or married filing singly and up to $1,000 for taxpayers who are married filing jointly”;
* Provide a prominent, visible table or area on the day of the event for Free Arts to display information about our programs, if requested;
* Adhere to the Free Arts graphic standards for use of the name, logo and color brand and style guide when describing our organization;
* Utilize the Free Arts logo in a manner that is consistent and respectful of our core values and mission to serve children who have been abused, neglected, and/or homeless;
* Prior to distribution or print, provide any and all promotional material utilizing the Free Arts name or logo for our review and approval;
* Obtain any necessary permits, licenses, contracts, or insurance. Please attach completed copies to your Agreement;
* Indemnify and hold harmless Free Arts and all its officers, directors, and employees from any and all claims and liabilities in any way related to the event activities.

For the event named above, Free Arts agrees to:

* Provide logo, graphic standards, and style guide for event promotion;
* Provide information about Free Arts to be made available during the event in the form of printed materials, videos, and/or staff or volunteer representatives;
* If circumstances warrant, Free Arts may at any time through any of its directors, officers, or employees direct you to cancel Free Arts’ participation in this activity. You hereby agree to cancel Free Arts participation upon request. If so directed, you further agree to release Free Arts, and its officers, directors, and employees from any and all liability and connection to any such action.

It is in the spirit of collaboration that we support this agreement. We look forward to working with you and appreciate your enthusiasm for our mission to transform children’s trauma to resilience through the arts.

Signed,



Tenneille Choi Date

Free Arts for Abused Children of Arizona



Click or tap here to enter the SIGNER’S NAME. Date

Click or tap here to enter the ORGANIZATION NAME.