

Authorized Fundraising Event Letter of Agreement

Thank you for your interest in hosting a fundraising activity to benefit Maine Veterans' Homes. We appreciate your desire to support our mission of, "Caring for those who served." This signed letter serves as an agreement between you or your business or organization and Maine Veterans' Homes (referred to as "MVH") for the purpose of setting forth the terms and conditions of our relationship with respect to your fundraising activity. We ask that you agree to the following terms and conditions in order to best protect the privacy of our residents and help communicate that proceeds from your activity will support MVH.

Information and Description of Fundraising Activity

Contact Name:			
Name of Business or Organization:			Title:
Email:	Phone:	Fax:	
Website (if applicable):			
Facebook Address (if applicable):			
Street Address:			
City:	State:	Zip:	County:
Event/Fundraiser Description: <i>(Please include details. Will this be an event, does it include a point of sale donation to MVH, how will your fundraiser will be advertised, etc.)</i>			
Promotion Start Date:		Location <i>(include address if applicable)</i> :	
Promotion End Date:			
If an event, please list:			
Day:	Time:		

Terms and Conditions:

1. An event is not an Authorized Fundraising Event until this Agreement has been signed by both parties.
2. As an Authorized Fundraising Event, MVH grants the permission to use its logo while promoting the event (any change to logo colors or design must be preapproved), and requests the following statement be included on all materials: Maine Veterans' Homes is an independent, nonprofit organization serving Maine's veterans and families. For more information about MVH, please call 1-800-278-9494 or visit www.MaineVets.org
3. All fundraising materials will specify and truthfully state the dollar amount per sale/transaction that is to benefit MVH. If your fundraising activity includes a donation collection drive, where you provide Donors the opportunity to donate money to MVH ("Donations"), you agree to collect Donations from Donors and forward one hundred percent (100%) of the Donations to MVH.
4. You agree to pay all costs associated with your fundraising activity, the collection and the transmitting of proceeds to MVH.
5. If a donor could reasonably expect an acknowledgement of their donation made to your fundraising activity, you agree to either provide them with written documentation acknowledging their donation or provide donor information (name, address, and donation amount) to MVH so proper acknowledgment can be provided.
6. You agree that all of your fundraising activities will be performed consistent within the high ethical standards that MVH is known for and will abide by all MVH policies regarding patient safety and privacy.
7. You agree that you will comply with all federal, state, county and/or municipal charitable solicitation statutes and/or laws and ordinances applicable to your fundraising activity.
8. YOU REPRESENT AND WARRANT THAT YOU WILL FORWARD TO MVH ONE HUNDRED PERCENT (100%) OF THE DONATIONS. You shall indemnify, defend and hold MVH harmless, including its chartered units, and its directors, officers, employees, agents and volunteers from and against any and all suits, claims, demands, liabilities, damages, costs and expenses (including reasonable attorneys' fees) arising out of, or relating in any way to your business and the fundraising activities authorized hereunder.

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OF THIS LETTER OF AGREEMENT

(You will receive a signed copy of this agreement once your fundraiser has been approved. Please do not proceed with fundraising activities until you have received signed approval from MVH.)

Signature:	Print Name:	Date:
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To be completed by MVH

MVH Home	Staff Name:
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Staff Title:	Date:
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To be completed by the Director of Development within 48 hours of being submitted.

On Behalf of the of the Maine Veterans' Homes:	<input type="checkbox"/> Approved
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Director of Development Signature:	Date:
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Thank you again for your interest in supporting Maine Veterans' Homes. If you have any questions or concerns, please call or email the Development Office at (207)356-8213 or donations@mainevets.org.

Maine Veterans' Homes is an independent nonprofit organization serving Maine's veterans and families.