

## THIRD PARTY FUNDRAISING TERMS AND CONDITIONS

Individuals, corporations, organizations and any other entity seeking to raise funds on behalf of Haven by entering in to a Third-Party Fundraising Agreement are referred to as a Third-Party Fundraiser. The purpose of these Terms and Conditions is to help ensure volunteer fundraising events are enjoyable, successful, and well-coordinated with current Haven events. Accordingly, we request you read these Terms and Conditions in their entirety prior to completing and submitting the Third-Party Fundraising Agreement. Please also provide all relevant supporting documentation about your proposed event to Haven for consideration. Upon acceptance of the Third-Party Fundraising Agreement by Haven, you agree to be bound by the Terms and Conditions set forth herein. Proposals for events may also be submitted in person, by email, or by mail.

Haven is happy to provide additional information and answer any questions you may have regarding Haven's requirements and these Terms and Conditions. Thank you for your interest in making Haven the beneficiary of your fundraising efforts.

### TERMS AND CONDITIONS

1. All third-party fundraising activities benefiting Haven must be pre-approved by Haven, in writing, in advance of the event and its promotion.
2. Any use of Haven's name, logo, or other proprietary information must be approved by Haven, in writing, in advance of the event and its promotion.
3. The Third-Party Fundraiser agrees to give guests/participants the opportunity to donate money to Haven. Third-Party Fundraiser further agrees to collect donations and forward designated proceeds to Haven.
4. If donors expect a tax receipt for their donations, please ask them to make their donation by individual check that includes the donor's name and address. The check must be payable to Haven, not to individuals or another organization. All donors must be aware that all "chance to win" games (i.e. raffles) are not tax deductible.
5. If the Third-Party Fundraiser is collecting cash (coins and bills), the Third-Party Fundraiser agrees to combine all the cash collected during the fundraiser and write one check for one lump sum made out to Haven. The Third-Party Fundraiser agrees to deliver or mail the funds collected within 10 days after the fundraiser to Haven's office during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. or mail the check to: Haven, P.O. Box 752, Bozeman, MT 59771
6. The Third-Party Fundraiser is responsible for tracking and tallying the results of the fundraiser if they desire to know the results of the fundraiser.
7. The Third-Party Fundraiser agrees to pay all costs associated with advertising, developing, and printing promotional and marketing materials for the fundraising event.
8. The Third-Party Fundraiser agrees to obey all federal, state and local laws and regulations in promoting and conducting third-party fundraising activities. This includes obtaining all necessary permits and licensing. It is the responsibility of the Third-Party Fundraiser to know all applicable laws and regulations. If requested by Haven, the Third-Party Fundraiser agrees to provide proof of compliance with this provision. The Third-Party Fundraiser agrees to provide any necessary insurance coverage, including liability and property damage coverage, and to indemnify and hold Haven harmless from all claims, costs, loss or damage of any kind or nature whatsoever arising out of the event which may be sustained by reason on the part of the Third-Party Fundraiser, its organization, employees, guests, patrons, invitees, or anyone directly or indirectly employed by them, or by anyone for whose acts or omissions who may be liable.
9. Approved third-party fundraising events must be referred to as "benefiting Haven." They may not be represented as "sponsored by," "conducted on behalf of," or any like terminology. The Third-Party Fundraiser is encouraged to check with Haven if they have questions or concerns about this provision to ensure they are in compliance.
10. Haven does not share its mailing list with any individual or organization.
11. Haven shall not be bound by any agreements that are not executed by Haven in writing.
12. In consideration of mutual benefits accruing to the Third-Party Fundraiser and Haven, the Third-Party Fundraiser agrees to professionally conduct the fundraising activity to benefit Haven as described in the Third-Party Fundraiser Agreement.

We thank you for your commitment to collect donations to support Haven.