





## Third Party Event Agreement Form

4. How will New Pathways for Youth benefit from the event?

Monetary

In-kind

5. Estimated Amount:

Estimated Monetary Value: \$

6. What is the expected gross amount of revenue you estimate will be generated from the event? \$

What percentage of the total will be donated to New Pathways for Youth? %

7. What is the estimated number participants/attendees?

8. Please outline how you will promote the event. Complete all that apply.

Media

Radio

Flyers

Print

Public Relations

Signs/ Banners

TV

Paid Advertising

Direct Mail

9. Will the New Pathways for Youth logo be used?

Yes

No

If yes, how?

10. What are New Pathways for Youth's proposed responsibilities?

11. Do you need staff/volunteer support from New Pathways for Youth to hold the event?

Yes

No

If yes, please detail how many people you need, hours of operation, and duties/job description.



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### GUIDELINES

Due to the nature of providing prevention focused services to youth and families, we must ensure that event activities align with our mission and services. Therefore, all proposals are evaluated in relation to program services, the agency master calendar, needed and available resources, timing, and positive promotion of New Pathways for Youth. Before agreeing to participate in fundraising or special events, all requests are approved by the Board of Directors based on the attached form, which outlines criteria for participation.

Please complete and return the attached form to our agency. The following guidelines are offered to assist you in completing the event application. Should you have any questions or need assistance in completing the form, please contact New Pathways for Youth's Director of Philanthropy at 602-258-1012.

1. The use of New Pathways for Youth's name or logo may not be reproduced without prior written permission. The official logo will be made available upon approval. Prior to production and distribution, all advertising, promotions, printed materials, use of agency logo and tax identification number, solicitation programs, appeals, etc. will be submitted to New Pathways for Youth for approval.
2. A minimum of 35 percent of the net proceeds of the event must be donated to New Pathways for Youth.
3. Since New Pathways for Youth has an active fundraising program, New Pathways requires that organizations and individuals submit a list of potential sponsors prior to solicitation. This is done so we do not jeopardize existing requests.
4. Only with prior written permission may New Pathways for Youth's name or logo be used by an individual, company, or organization to solicit prizes, sponsorship, underwriting, or cash donations from another organization in order to support the event or fundraiser. Such requests may be submitted to New Pathways for Youth electronically with a minimum of 48 hours' notice for print on agency letterhead by New Pathways for Youth staff.
5. A minimum of 3-6 weeks is required for participation, depending on the commitment required from New Pathways for Youth. New Pathways for Youth will respond to the event proposal within one week from receipt of the proposal.
6. With prior written permission, an individual, company, or organization may offer, on behalf of New Pathways for Youth, free tickets, advertising, or listings in event programs in exchange for cash donations, sponsorship, or underwriting.
7. New Pathways for Youth is responsible for communicating the tax-deductible amount of the cost of an event to donors.
8. Your company may contact the media about your event or activity and communicate with New Pathways for Youth contacts, preferably arranged prior to the event. New Pathways for Youth cannot guarantee media coverage but will work collaboratively to create and distribute press releases regarding the event based upon timing.
9. New Pathways for Youth will not be liable for any costs associated with the event (i.e. rentals, printing, security, licensing, taxes, advertising, staffing, etc.) unless prior arrangements have been made.
10. Event organizers indemnify and hold harmless our agency from liabilities, losses, and expenses arising from the event or fundraiser. New Pathways for Youth is not responsible for providing liability insurance for the event.
11. Agency employees and volunteers may be available to support the event upon request and with prior approval. New Pathways for Youth cannot guarantee, however, a certain amount of volunteers will be available for the event.
12. New Pathways for Youth reserves the right to approve or decline the participation of any companies or organizations that will serve as an event sponsor, underwriter, or affiliate of the event.



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13. New Pathways for Youth reserves the right to protect the confidentiality of its clients/staff members who may be involved with the event or fundraiser. Photographic consents must be secured before client's names or photos are published.
14. All statements made concerning the event, including statements concerning New Pathways for Youth should be completely truthful and accurate.
15. Persons raising funds on behalf of New Pathways for Youth will provide a clear and accurate statement of how New Pathways for Youth will benefit from the event or solicitation in all advertising, solicitation programs, promotions, printed materials, scripts, or the like, in which the name of New Pathways for Youth.
16. No financial accounts shall be opened in New Pathways for Youth's name without prior authorization from President/CEO of New Pathways for Youth.

### PLEASE NOTE

1. New Pathways for Youth may make known, publicly or privately, its approval of the above-named event, campaign, promotion, or solicitation, and it may also make known its denial or revocation of approval.
2. New Pathways for Youth may revoke its approval should it believe that any of the guidelines listed are not being met.
3. A copy of this agreement will be made available upon request to any interested party. At the agency's discretion, it shall also be supplied to any oversight agencies New Pathways for Youth deems appropriate.

I have reviewed New Pathways for Youth's Third-Party Fundraising Program Guidelines and agree to follow guidelines for fundraising and solicitations on behalf of New Pathways for Youth.

Furthermore, I understand that all information made available to me in connection with such work is to be treated as confidential, and will be used only in connection with my duties with New Pathways for Youth. I also agree to turn all New Pathways for Youth designated funds over to New Pathways for Youth within (30) business days of the event.

In consideration of permitting me access to such information, I hereby agree to indemnify and save New Pathways for Youth, its agents and employees, harmless from all liability, loss, cost and expense on account of any and all damages, claims and actions arising in any matter from any breach of confidentiality on my part.

I further agree to indemnify and save New Pathways for Youth, its agents and employees, harmless from all liability, cost and expense on account of any and all damages as a result of any injury that may occur to me while performing my duties as a volunteer.

*For the Fundraising Organization:*

*For New Pathways for Youth*

Printed Name:

Printed Name:

Signed:

Signed:

Date:

Date: