



MILITARY CHILDREN'S SIX FOUNDATION

Third Party Fundraising Agreement

Thank you for selecting the Military Children's Six Foundation as the beneficiary of your fundraising event/promotion. The Military Children's Six Foundation relies on the willingness of individuals and organizations that generously initiate such events. While we actively encourage third-party fundraising, please note that the Military Children's Six Foundation approves in writing all events in advance as well as any support materials in print or electronic format that will include the Military Children's Six Foundation brand. We appreciate your interest in fundraising for the Military Children's Six Foundation, and we look forward to working with you!

Who does the Military Children's Six Foundation Support?

The Military Children's Six Foundation provides support to all military children and their families, with a focus on advocacy, mental and behavioral health support, and educational opportunities. Meeting the needs unmet by the government or other organizations. MC6 is committed to helping children combat the myriad of social issues confronting them daily, such as isolation, illiteracy, bullying, addictions, sexual assault, and PTSD. Military Children's Six Foundation and Shield Ambassadors seek to serve as a community of champions for all children of military families regardless of the service member's military status, whether they are active, retired or a veteran.

How the Military Children's Six Foundation Can Support Your Event.

- The Military Children's Six Foundation can provide a letter validating your event
- The Military Children's Six Foundation can authorize use of its logo and name for your event and event materials upon review and approval
- The Military Children's Six Foundation can provide donors with a Donation Receipt for checks made payable to the Military Children's Six Foundation
- The Military Children's Six Foundation can help promote your event on social media and provide Military Children's Six Foundation materials (brochures, info sheets, etc.)

The Fine Print

The Military Children's Six Foundation has a set of guidelines it asks all individuals and organizations to follow when fundraising on our behalf. These guidelines protect your interests, as well as the interests of the supporters of your event and the **Military Children's Six Foundation**. Please read the entire fundraising policy agreement and then sign and date the last page as part of our approval process.

Promotion and Logo Usage:

- The full name of the Foundation is the **Military Children's Six Foundation** and the Military Children's Six Foundation should be identified by its full name in first reference in all materials pertaining to the event. The term "MC6" (capitalized) may be used sparingly after the first reference. Please do not use any other interpretation or variance of the Foundation name.
- The Military Children's Six Foundation may only be identified as the beneficiary of your event on all promotional and support materials. For example, please do not call an event "The Military Children's Six Foundation Walk-a-Thon," but instead promote the event as the "Walk-a-Thon to Benefit the **Military Children's Six Foundation**" or "Walk-a-Thon Benefitting the **Military Children's Six Foundation.**" Promotions for event must reflect the Military Children's Six Foundation as the beneficiary, not the host, presenter, or sponsor (for example, "proceeds from this event will benefit the **Military Children's Six Foundation**").
- Use of the Military Children's Six Foundation logo on any promotional materials including, but not limited to, advertising (electronic and print), letters, brochures, flyers, apparel, and press releases, must be approved in writing by the Foundation. Please do not make public announcements or promote the event until you receive written approval from the Foundation of your fundraising proposal.
- Please avoid language that indicates active-duty personnel will be present or involved with the event.
- Please do not create websites, social media pages, or the like titled or including the name **Military Children's Six Foundation.**
- Please have all featured speakers, MC's, performers, etc., reviewed and approved by the Military Children's Six Foundation to ensure alignment with Military Children's Six Foundation standards and ethics.

Event Approval and Foundation Assistance

- Approval for the event is specific to the dates you indicate on the 3rd Party Fundraising Agreement. If you intend to repeat the event, please submit a new request.
- As requested and appropriate, the Foundation will provide brochures and other informational materials that promote and explain the Military Children's Six Foundation. Please let us know your needs in this area as soon as possible so we can make sure we have sufficient quantities for your event.
- The Foundation is unable to provide its donor mailing lists to third-party fundraisers per its Privacy Policy, but as appropriate and approved, we can include your event in our electronic media outlets.

Event Expenses and Income

- If you will be purchasing goods for the event, or any other expenses will be incurred, please determine whether or not the event will generate enough income to reimburse you for the expenses, as the Military Children's Six Foundation is unable to reimburse you for expenses incurred from your event.
- Because the Military Children's Six Foundation is not sponsoring your event, we are unable to manage revenues and expenses from the event; only final net proceeds are processed by the Military Children's Six Foundation.
- Please do not set up financial accounts in the name of the Military Children's Six Foundation.
- Please be sure that all checks are made payable to the Military Children's Six Foundation and sent to us for processing. The Military Children's Six Foundation can provide Donation Receipts to donors whose checks are made payable directly to the Military Children's Six Foundation.

As a fundraiser being promoted as benefitting the Military Children's Six Foundation, net proceeds (after deducting expenses) are to be sent to the Military Children's Six Foundation.

- Please discourage cash donations. If you receive cash and the donor requests an acknowledgement of their gift for tax purposes, please collect and send the following information: name, address, amount given, and date given.
- If you will be deducting expenses before sending net proceeds to the Foundation, please do not state or imply to your donors that any funds given directly to you are tax-deductible. A donation solicited on our behalf is tax-deductible only when it is made directly and entirely to the Military Children's Six Foundation.

The Details

Please complete the information below about your event/promotion. Have questions? Please either call us at (202) 854-0062 or email us by contacting events@militarychildrensixfoundation.org.

Responsible Party Sponsoring Event (signatory of agreement)

Name of Sponsoring Organization or Individual:

Individual Name / Title (if not individual above): _____

Street Address: _____

City State Zip: _____ State: _____ Zip: _____

Telephone: _____ Mobile: _____ Fax: _____

E-Mail: _____ Website: _____

Event/Promotion Name: _____

Details

Date: _____ Time: _____ Fees Charged: _____ (for admission or goods and services)

Location Name (if applicable): _____

Street Address of Event (if applicable): _____

City: _____ State: _____ Zip Code: _____

Expected Number of Participants/Patrons: _____

Do you have a committee? Yes No (Please attach committee list)

How do you plan to use the Military Children's Six Foundation name and/or logo? (Solicitation letters, invitations, flyers, press releases, website, etc.) _____

NOTE: Please note that the Military Children's Six Foundation requires approval of all support materials prior to production and use. Please refer to our 3rd Party Fundraising Guidelines for additional information.

What is your plan for promoting/advertising the event? _____

Names of featured speakers, MC, performers, etc. _____

Military Children's Six Foundation Support

Public Speaker?

Yes ____ No ____

Please provide details.

Will Military Children's Six Foundation brochures be useful to your event?

Yes ____ No ____ If yes, please indicate quantity: _____

Would you like the event listed on Military Children's Six Foundation electronic outlets?

Yes ____ No ____

Additional information the Foundation should know regarding your event or other requests?

Will the proceeds from your event be donated solely to the Military Children's Six Foundation?

Yes ____ No ____

If no, what other charities are involved and what is the allocation percentage? _____

Projected Gross Revenue \$ _____ Projected Expenses \$ _____

How will funds be raised?

Pledges ____ Auction ____ Ticket Sales ____ Donations ____ Sales ____ Other ____ (please explain)

Are you approaching sponsors for the event? Yes ____ No ____

If yes, please list individuals and organizations to be solicited on separate sheet of paper

I have carefully read and fully understand the Military Children's Six Foundation 3rd Party Fundraising Protocols and Agreement. I am aware a letter of approval must be issued by the Military Children's Six Foundation prior to conducting this event, am I aware the initial event submission review may take up to two weeks.

Signature: _____ Date: _____

Printed Name: _____

Acknowledgement

As "Responsible party," please read and initial each of the following acknowledgements.

_____ I have read and agree to comply with the Military Children's Six Foundation *3rd Party Fundraising Guidelines*. I understand that the Guidelines are a part of this Agreement, and that any additional guidelines included in the Military Children's Six Foundation's written approval become a part of this Agreement.

_____ I understand that this is a proposal, and I may not execute the event without prior written approval by the Military Children's Six Foundation.

_____ I understand that publicity and other marketing materials for the event must be approved by the Military Children's Six Foundation prior to being produced and released.

_____ I understand that I am being granted permission to use the Military Children's Six Foundation logo (brand) and will not distort the graphics or display in an inappropriate, unapproved manner.

_____ I understand that I am not allowed to use any likeness or branding owned by the U.S. Military without their express permission.

_____ I understand that I cannot use language that indicates that active-duty personnel will be present nor have involvement at or with the event.

_____ I understand that any featured speakers, MC, performers, etc. must be reviewed and approved by the Military Children's Six Foundation.

_____ I have read and understand that net proceeds earned from my promotion/event are to be submitted to the Military Children's Six Foundation within thirty (30) days of the end of the event.

_____ I agree to indemnify and hold harmless the Military Children's Six Foundation, its directors, employees, and legal representatives, for any expenses, losses, claims, or damages resulting from the fundraising event or the noncompliance with any term or provision of the Military Children's Six Foundation. Furthermore, I understand Military Children's Six Foundation insurance will not cover 3rd party events nor will the Military Children's Six Foundation be listed as a co-insured on any co-existing event.

On behalf of everyone the Military Children's Six Foundation serves, our staff and Board of Directors, Board of Advisors wish to thank you once again for reaching out to us and helping us achieve our mission. Providing the MC6 community with assistance is something the Military Children's Six Foundation simply could not do without your generous support. Please return the completed packet by one of the following three methods:

Email: events@militarychildrensixfoundation.org.

Telephone: (202) 854-0062

Mail: Military Children's Six Foundation
ATTN: 3rd Party Fundraising Processing
80 M St SE, Ste 100
Washington, DC 20003