



Community Fundraising Agreement

Fundraiser Information

Full Name	Organization Name (if applicable)
Email Address	Phone Number
Street Address	City
Postal Code	
Type of Fundraiser / Event name	Pledge Amount
Fundraiser Start Date	Fundraiser End Date

Terms of Agreement

1. A statement of monies collected must be submitted to CASA Mental Health within 30 days of the completion of the fundraising activity. This must include a full written and detailed accounting of funds received including expenses.
2. If a fundraiser is pledge-based, all funds must be reconciled against the pledge forms.
3. If CASA Mental Health will not receive all of the proceeds from the fundraiser (i.e. split with another organization) this must be made clear in all information communicated to the community (i.e. media, posters, etc.).
4. Donors must be advised that funds are being solicited as a community fundraiser.
5. The CASA Mental Health logo and name cannot be used without the approval of CASA Mental Health and must not be altered. Approval may be granted following a review of the materials that utilize the logo and must be signed off by CASA Mental Health prior to production.



6. Upon request, CASA Mental Health will provide promotional materials such as banners and brochures. Promotional materials developed by the Organizer that utilize CASA Mental Health name and/or logo must receive approval from CASA Mental Health prior to production.
7. The Organizer must agree to underwrite all event costs. CASA Mental Health is unable to reimburse any costs or pay costs directly to the supplier.
8. Sponsorships cannot be solicited in the name of CASA Mental Health. Sponsors can be solicited in the name of the fundraising event, which is in support of CASA Mental Health.
9. CASA Mental Health must be informed of any and all media that have been contacted. Organizers must not speak on behalf of CASA Mental Health without prior approval of CASA Mental Health. Such actions and statements include, but are not limited to, presentations to the community, social media, media requests and statements to the press, other organizations or collaborators.
10. In the event that CASA Mental Health deems for any reason whatsoever that the Organizer is not acting in the best interests of CASA Mental Health or is otherwise conducting itself in a manner which may cause harm to the reputation or status of CASA Mental Health, it is understood that CASA Mental Health may immediately terminate any fundraising or other agreement it has with the Organizer and declare the relationship to be null and void. After any such termination, the Organizer shall provide a finalized accounting of the monies collected to that date and shall deliver CASA Mental Health its share in accordance with the agreement.
11. The Organizer shall indemnify and save harmless CASA Mental Health and its directors, officer, staff, volunteers, patients and families from and against any loss, expense, claim, liability, damage or action which may arise directly or indirectly from the operation of the community fundraising activity.
12. CASA Mental Health reserves the right to waive the aforementioned criteria, in full or in part, for community fundraisers. Waiver of criteria shall be at the discretion of CASA Mental Health and assessed on a case by case basis.



I, _____, agree to these terms of the community fundraising agreement with CASA Mental Health.

Fundraiser Name (please print)

Signature

Date

CASA Mental Health Representative

Signature

Date