



Circle the City Third Party Agreement

Company/Organization Name: _____

Subsidiaries involved, if any: _____

Location of Third Party Event(s): _____

Date(s) of Third Party Event(s): _____

Please submit for approval no less than 2 weeks prior to Third Party Event

Return Completed Form To:

Circle the City
Attn: Tammy Rocker
300 W. Clarendon Ave. Ste 200
Phoenix, AZ 85013
trocker@circlethecity.org

Thank you for your interest in supporting the mission of Circle the City (CTC) to create and deliver innovative healthcare solutions that compassionately address the needs of men, women, and children facing homelessness. The following are the CTC guidelines for any third party charitable sales promotion that benefits CTC. Please fill out the application and return it to your CTC Development contact.

In addition to the CTC guidelines below, there are co-venture state laws for charitable sales promotions that require you, the third party to register. Please consult your own legal advisors for state requirements and it is incumbent upon you to comply before any promotion can take place.

- No event/program, which involves agreement with any organization or individual to raise funds on a commission, bonus or percentage basis, will be considered.
- No event/program will be considered if it involves the sale of tickets, products, or services by use of the telephone.
- The sponsoring organization is responsible for all sales, marketing and promotion of the event.
- Hazardous events will be reviewed by CTC prior to any verbal or written confirmation to accept funds to determine any liability by CTC.
- The promotion must clearly disclose how much will be donated to CTC. If there are other charities, the specific benefit to each charity needs to be disclosed. For example, "ABC Corporation will donate \$1 to CTC for each t-shirt sold," or "ABC Corporation will donate 20% of sale of each t-shirt equally to CTC and Charity XYZ."
- Publicity and/or promotional materials (brochures, etc.) or advertising/public relations released to the mass media (newspaper, magazines, radio, TV) referencing CTC as a beneficiary of funds requires advance approval from CTC Development staff. Local publicity and/or promotional materials that do not utilize the mass media and do not reference CTC do not require advance approval from the CTC.



- **CTC will not supply any funding to finance a third party event/program and will not be responsible for any debts incurred.**
- **All use of CTC logo must be approved. All print and collateral materials referencing CTC as a recipient of funds must be approved by appropriate CTC staff and comply with Communications guidelines. Organizations may indicate that the donations are being made to Circle the City and/or its mission.**
- **Use of CTC’s tax identification number by the third party organization is prohibited. All checks from participants of third party events and programs must be made out to the third party organization, NOT CTC. The third party then submits one check to CTC.**
- **The organization prior to the event/program will outline how it will be raising funds for CTC through the event.**

Third Party Event Contact Information:

Name _____ Title _____

Company/Organization Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Signature (Must be signed) _____ Date _____

My signature indicates authorized representative of above mentioned company/organization

Third Party Event Questionnaire/Agreement

1. Basic concept of events promotion: _____

2. Will other organizations receive a portion of the income? Yes _____ No _____
Beneficiary (ies) _____

3. If yes, how will funds be dispersed to designated charities? (percentage)

Thank you for supporting Circle the City