

Third-party Fundraising Memorandum of Understanding

Thank you for considering Dress for Success Quad Cities as the beneficiary of your upcoming event. We truly appreciate your efforts to help us empower women to achieve economic independence as they re-enter the workforce. We are fortunate to receive numerous inquiries and proposals for companies, individuals and other groups who would like to support Dress for Success Quad Cities; however, due to the size of our staff and limited resources, we are unable to be fully involved in all events that come to us. Enclosed you will find an application to host a third-party event, as well as some general guidelines. Our brand name and logo are our greatest assets, and in order to protect and maintain them we must be fully aware of their usage by other partners.

In-Kind Drive Events

Due to the number of requests we receive to hold clothing and suit drives, if your third-party event consists of in-kind donations only (suits, accessories, shoes, etc.), Dress for Success Quad Cities is unable to provide you with promotional materials, use of our logo or name on your own promotional items, and donation receipts after the event (tax receipts can be issued for any monetary donations to Dress for Success Quad Cities over \$30).

The event organizer shall be responsible for:

1. Collecting guest names, addresses, emails and what they donated
2. Collection of donated items
3. Shipping or delivering donated items to Dress for Success Quad Cities

Dress for Success Quad Cities Restrictions

- Depending on availability of staff, Dress for Success Quad Cities cannot guarantee a representative at your event.
- Dress for Success Quad Cities is not responsible for promotion of your event but will share the fundraiser or event through our social media channels.
- Dress for Success Quad Cities tax-exemption shall not be extended to any third-party event vendors.

Promotion and Logo Use

- Dress for Success Quad Cities will provide the logo in a .jpg, or .png format to the event organizer.
- Dress for Success Quad Cities must review and approve all promotional materials prior to production or distribution including, but not limited to, press releases, invitations, brochures, letters and flyers.
- The Dress for Success Quad Cities logo may not be altered in any way.
- All third-party events must be promoted or conducted in a manner to avoid the appearance that Dress for Success Quad Cities is endorsing any product, firm, organization or service.
- All promotion of the event must clearly state that the event is not hosted by Dress for Success Quad Cities.
- Dress for Success Quad Cities may provide a third-party event with postcards, brochures or promotional materials for the night of the event.

Financial Guidelines

Dress for Success Quad Cities will in no way be responsible for any expenses or payments related to the event. Under no circumstances will third-party event expenses flow through Dress for Success Quad Cities. Dress for Success Quad Cities will receive a complete accounting of all funds collected and expenses related to the event within 30 days of the event.

Applicable Laws

As a third-party partner of Dress for Success Quad Cities, you are responsible for ensuring that you comply with all applicable laws in regards to your upcoming event. This includes, without restriction, complying with laws relating to the privacy, collection, disclosure or use of personally identifiable information, including the *Personal Information Protection and Electronic Documents Act (Iowa)*, 715C.1 and other similar legislation applicable in other jurisdictions, and the transmission of electronic messages, including the Iowa Code Chapter 714E, and other similar legislation applicable in other jurisdictions. You further agree to indemnify, defend and hold harmless Dress for Success Quad Cities for any failure to comply with such laws.

Event Contact Information

Please complete page three and return to Dress for Success Quad Cities.

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Event Contact Information

Name (Event Coordinator): _____

Address: _____

City: _____ Zip Code: _____

Email: _____ Phone: _____

Event Name: _____

Event Date: _____ Event Time: _____

Event Location: _____

Event Description: _____

Expected Number of Attendees (if applicable):

The donation will be (circle one):

In-Kind (clothing, accessories, etc.) Financial Donation Both

Is there a guaranteed donation amount? (circle one) Yes No

If Yes, what is the amount? _____