



Third Party Agreement Form

Thank you for your interest in hosting an event or promotion benefiting Susan G. Komen Michigan. Donations to Komen Michigan are an important vehicle in helping further our promise to save lives by meeting the most critical needs in our communities and investing in breakthrough research to prevent and cure breast cancer.

At Komen Michigan, we want to help make your fundraiser a success. Please review the list of expectations of events/promotions benefitting Susan G. Komen Michigan so we can efficiently work together and make the greatest impact in our community.

1. Susan G. Komen Michigan gratefully accepts any donations from individuals and companies. The pink ribbon is the universal symbol for breast cancer awareness and may be used without permission. If you wish to use the pink ribbon in conjunction with a general statement to promote your event such as "Funds will be used to support local breast cancer programs" no further paperwork or approval is necessary. You may send your donation to the address on page 3. However, if you wish to use the Komen name or logo in your promotions, you must review the fundraising levels and complete the form.
2. The event/promotion organizer/chair is solely responsible for all aspects of the event, including safe and lawful conduct and representing Komen Michigan in a professional manner. If applicable, the organizer shall maintain adequate general liability insurance; the event organizer will hold Komen Michigan harmless.
3. The event/promotion organizer is responsible for complying with all laws related to the promotion and conduct of this event and filing all appropriate registrations, obtaining all permits, releases, consents, licenses and approvals, necessary for promoting and conducting the event.
4. If an event/promotion sells an item as a fundraiser for Komen Michigan, the item to be sold must be non-controversial in nature. The public must be told the specific dollar amount from the sale of each item that goes to Komen Michigan - for example "\$5 per pin." If a certain percentage of the sale of an item or ticket goes to the Affiliate, the public must be told the specific percentage. Materials and promotions should state in clear, unambiguous terms how funds will benefit Michigan.
5. Komen Michigan is not able to handle any administrative aspects of a 3rd -party event. While we are able to give you guidance about your event, we cannot handle administrative tasks like invitation distribution, compiling RSVP's, or selling tickets.
6. Komen Michigan is not responsible for any costs, liabilities, losses or claims resulting from this event.
7. Komen Michigan would like to review materials featuring our name or logo before printing or distribution.



Third Party Agreement Form

7. Event proceeds must be provided within 60 days after the conclusion of the event/promotion. Please send only one check made out to Susan G. Komen Michigan. Please let the Affiliate know if the donations will be coming from several donors. Send check(s) to:

Susan G. Komen Michigan
 2922 Fuller Ave NE Suite 107 B
 Grand Rapids, MI 49505

Please read through the third party levels below before completing and returning the attached form on page 3. We've outlined the support you will receive if you commit at one of the levels below. We are here to support you and will do everything we can to ensure that you have a successful fundraiser.

Fundraising Benefit Levels:

	Level 1	Level 2	Level 3	Level 4	Level 5
	\$1 - \$500	\$501 - \$1,000	\$1,001 - \$3,000	\$3,001 - \$4,999	\$5,000 +
Brand Usage:					
Use of Komen Michigan name	*	*	*	*	*
Use of Komen Michigan logo			*	*	*
Komen Promotion:					
Add to events calendar on website		*	*	*	*
Include in "Get involved" section of the website		*	*	*	*
List on events calendar in Social Media/Facebook				*	*
Dedicated story in E-News, Facebook Post, and quarterly newsletter (pre or post event)					*
Tweet about the event			*	*	*
Komen Michigan supplies (signage, education materials, etc.)					*
Komen volunteer present at event				*	*
Komen staff member present at event				*	*
Recognition:					
Invitation to Komen Signature Event of Choice			*	*	*
Recognition at Komen Signature Event of Choice				*	*
List in Komen Michigan Annual Report				*	*



Third Party Agreement Form

Date: _____

Business Name (If applicable): _____

First Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Commitment Level:

- Level 1: \$1 - \$500 Level 2: \$501 - \$1,000 Level 3: \$1,001 - \$3,000
 Level 4: \$3,001 - \$4,999 Level 5: \$5,000 +

Beginning date of event/promotion: _____ End date: _____

Tell us about your event/promotion: _____

How will this event benefit Komen Michigan?: _____

Are you willing to commit to a minimum donation?
If so, how much?: _____ Yes No

I agree to the terms and conditions: (Signature) _____

Thank you for supporting Komen Michigan!

Once completed, scan and send the form to abrink@komenmichigan.org or mail to Susan G. Komen Michigan 2922 Fuller Ave NE Suite 107B Grand Rapids, MI 49505