



### Third Party Fundraising Form

#### Event Information

Event Name: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Ticket Price: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time(s) of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Anticipated Number of Guests: \_\_\_\_\_

Will food, beverages and/or alcohol be served? \_\_\_\_\_

#### Event Organizer Information:

Individual or Organization: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Fundraising:

What amount of money or percentage of revenue will be donated to Montana Science Center? \_\_\_\_\_

How will you advertise/announce this? \_\_\_\_\_



How will you be raising the funds?

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**Promotion & Marketing:**

How do you plan to use Montana Science Center's name, logo or information including visual images in the promotion of this event?

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Who will handle the marketing for this event?

Name: \_\_\_\_\_ Email: \_\_\_\_\_

What type of assistance do you need from MSC?

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**\*By Signing this Agreement, I acknowledge that I have read, understood and agree to be bound by Montana Science Center's Third Party Fundraising Terms and Conditions.**

**Third Party Fundraiser:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Montana Science Center Representative:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



## **Third Party Fundraising Terms & Conditions**

Individuals, corporations, organizations and any other entity seeking to raise funds on behalf of Montana Science Center by entering into a Third-Party Fundraising Agreement are referred to as a Third-Party Fundraiser. The purpose of these Terms and Conditions is to help ensure volunteer fundraising events are enjoyable, successful, and well-coordinated with current Montana Science Center events. Additionally, that the organization hosting and the event match the mission, vision and values of Montana Science Center. Accordingly, we request you read these Terms and Conditions in their entirety prior to completing and submitting the Third-Party Fundraising Agreement. Please also provide all relevant supporting documentation about your proposed event to Montana Science Center for consideration. Upon acceptance of the Third-Party Fundraising Agreement by Montana Science Center, you agree to be bound by the Terms and Conditions set forth herein. Proposals for events may also be submitted in person, by email, or by mail.

Montana Science Center is happy to provide additional information and answer any questions you may have regarding Montana Science Center's requirements and these Terms and Conditions.

Thank you for your interest in making Montana Science Center the beneficiary of your fundraising efforts.

### **TERMS AND CONDITIONS**

1. All third-party fundraising activities benefiting Montana Science Center must be pre-approved by Montana Science Center, in writing, in advance of the event and its promotion.
2. Any use of Montana Science Center's name, logo, or other proprietary information must be approved by Montana Science Center, in writing, in advance of the event and its promotion. Use of Montana Science Center's name, logo or other proprietary information must meet brand use requirements as submitted to the Third-Party Fundraiser.
3. The Third-Party Fundraiser agrees to give guests/participants the opportunity to donate money to Montana Science Center. Third-Party Fundraiser further agrees to collect donations and forward designated proceeds to Montana Science Center.



4. If donors expect a tax receipt for their donations, please ask them to make their donation by individual check that includes the donor's name and address. The check must be payable to Montana Science Center, not to individuals or another organization. All donors must be aware that all "chance to win" games (i.e. raffles) are not tax deductible.

5. If the Third-Party Fundraiser is collecting cash (coins and bills), the Third-Party Fundraiser agrees to combine all the cash collected during the fundraiser and write one check for one lump sum made out to Montana Science Center. The Third-Party Fundraiser agrees to deliver or mail the funds collected within 10 days after the fundraiser to Montana Science Center's office during normal business hours, Monday through Saturday, 9:00 a.m. to 6:00 p.m. or mail the check to: Montana Science Center 2744 W. Main St., Bozeman, MT 59718

6. The Third-Party Fundraiser is responsible for tracking and tallying the results of the fundraiser if they desire to know the results of the fundraiser.

7. The Third-Party Fundraiser agrees to pay all costs associated with advertising, developing, and printing promotional and marketing materials for the fundraising event.

8. The Third-Party Fundraiser agrees to obey all federal, state and local laws and regulations in promoting and conducting third-party fundraising activities. This includes obtaining all necessary permits and licensing. It is the responsibility of the Third-Party Fundraiser to know all applicable laws and regulations. If requested by Montana Science Center, the Third-Party Fundraiser agrees to provide proof of compliance with this provision.

9. The Third-Party Fundraiser agrees to provide any necessary insurance coverage, including liability and property damage coverage, and to indemnify and hold Montana Science Center harmless from all claims, costs, loss or damage of any kind or nature whatsoever arising out of the event which may be sustained by reason on the part of the Third-Party Fundraiser, its organization, employees, guests, patrons, invitees, or anyone directly or indirectly employed by them, or by anyone for whose acts or omissions who may be liable.

10. Approved third-party fundraising events must be referred to as "benefiting Montana Science Center." They may not be represented as "sponsored by," "conducted on behalf of," or any like terminology. The Third-Party Fundraiser is encouraged to check with



Montana Science Center if they have questions or concerns about this provision to ensure they are in compliance.

11. Montana Science Center does not share its mailing list with any individual or organization.

12. Montana Science Center shall not be bound by any agreements that are not executed by Montana Science Center in writing.

13. In consideration of mutual benefits accruing to the Third-Party Fundraiser and Montana Science Center, the Third-Party Fundraiser agrees to professionally conduct the fundraising activity to benefit Montana Science Center as described in the Third-Party Fundraiser Agreement.

We thank you for your commitment to collect donations to support Montana Science Center!

Contact:

Abby Turner, Executive Director

[aturner@montanasciencecenter.org](mailto:aturner@montanasciencecenter.org)

(406) 522-9087