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?
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________

**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?
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________

Who will handle the marketing for this event?
Name:__________________________________________ Email: _______________________________________________

What type of assistance do you need from MSC?
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________

*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 __________________________________________________________________________

______________________________________________________________________________
Signature

_____________________________________________________________________________________
Montana Science Center Representative:

______________________________________________________________________________
Name __________________________________________________________________________

______________________________________________________________________________
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
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(406) 522-9087