

DSRTF Event Collaboration Agreement

I, _____, representing _____ agree to organize
Event Leader Event Group

an event to benefit the Down Syndrome Research and Treatment Foundation (DSRTF). This event will be known as:

_____ scheduled to be held _____.
Event Name Event Date

The primary purpose of this event is to raise funds for DSRTF and all funds raised, minus operating expenses, shall be submitted to DSRTF for support of research.

I understand that the Event Leader and Event Group shall conform to all regulations as well as policies and practices of DSRTF pertaining to fundraising.

This agreement shall be in force for the duration of the event or until termination of the agreement by either party*.

Responsibilities of DSRTF:

The Down Syndrome Research and Treatment Foundation agrees:

- To supply reasonable amounts of materials about Down syndrome and DSRTF free of charge.
- To assist in obtaining event insurance, if necessary.
- To confer the use of the DSRTF name and logo to the group for use in approved communication.
- To maintain regular communications with the Event Leader.
- To use all funds received from the group to support the work of the DSRTF.

Responsibilities of the Event Leader / Event Group

_____, representing _____ agrees:
Event Leader Event Group

- To submit a description of the event.
- To maintain a high standard of ethics and taste in all aspects of events.
- To submit all promotional material using the DSRTF name and/or logo to DSRTF for approval prior to distribution.
- To submit all contributions as they are received or in a timely manner after event completion.
- To submit a completed *Post Event Report* that includes an accounting of expenses and expense receipts in a timely manner after event completion.

DSRTF Event Collaboration Agreement (continued)

The Event Leader will be: (print or type)

Name _____

Home Phone _____ Business phone _____

Address _____

City _____ State _____ Zip _____

Signature: _____ Date _____
Signature of Executive Director of DSRTF

Signature: _____ Date _____
Signature of Event Leader

Please sign and submit this form to dsrtf@dsrtf.org.

** DSRTF reserves the right to cancel support of the event for sufficient cause as determined by the Board. In the event of termination of this agreement, the Event Leader shall forward all funds raised in the above named event to DSRTF. Further, if the Event Group continues to raise money for DSRTF, DSRTF may take affirmative steps to inform the public and Event Group contacts that the above named event is no longer affiliated with DSRTF.*