



November 10-17, 2018 Murrieta Town Square Park
Presented by the Rotary Club of Murrieta in Partnership with the City of Murrieta

Affiliate Agreement for Flag Pre-sales

This agreement is between the Murrieta Rotary Foundation Field of Honor Committee (Host) and _____, a non-profit Affiliate Fundraising Group (AFRG)

The above mentioned AFRG has the permission of the Host to pre-sell flags for the Murrieta Field of Honor, scheduled November 10-17, 2018 in Murrieta, California and held in Murrieta Town Square Park.

Terms

The AFRG will pre-sell flags for \$35. The Host will donate \$10.00 per flag sold by the AFRG to the AFRG upon completion of the event and reconciliation of funds. ¹

At no additional cost, the Host will provide the AFRG with the following support materials to assist in pre-sale efforts:

- An electronic, printer-ready version of a flag sales flyer and order form customized for your organization will be provided. You can email the flyer to your contacts or use the file to print hard copies if needed.
- **Flag Sale Log Sheets** to track total sales credited to the AFRG

Flags will be set up by Host volunteers beginning November 10, 2018 and will remain on display through November 17. After the event, flags may be picked up at Town Square Park on Saturday, November 17 from 9:00 am to 5:00 pm or on Sunday, November 18 from 9:00 am to 11:00 am.

1. AFRG volunteers may distribute Flag Sales Flyers to prospective purchasers, explaining the Field of Honor event and the flag purchase. Additional questions can be referred to the Field of Honor Committee AFRG Coordinator, Al Vollbrecht, avollbrecht@verizon.net or call 951-440-6595.
2. AFRG volunteers will fill out a Flag Sale Receipt for each flag purchase. One copy of the receipt is given to the purchaser and one copy is forwarded to the Host along with payment.
3. Payment must be made at the time of flag purchase. Cash or checks are acceptable. All checks should be made out to, "**Murrieta Rotary Foundation.**"
4. An AFRG representative will enter the information from each receipt on a **Flag Sale Log Sheet**. A copy of each receipt, along with the payment, will be attached to the Log Sheet.

5. The AFRG will mail log sheets, payments and copies of sales receipts approximately every two weeks to:
Murrieta Rotary Club
Field of Honor Committee
25060 Hancock Ave., #103-365
Murrieta, CA 92562-5959

Please note: This address is for deliver via the USPS only. No walk-in drop-offs are available at this location. To make other arrangements for delivering receipts and payments, the AFRG should contact the Field of Honor AFRG Coordinator, Al Vollbrecht, avollbrecht@verizon.net or call 951-440-6595.

6. All flag pre-sales must be received by the Host by 5:00 pm November 7, 2018. This is to allow time for all the flags to be tagged and placed before opening the Field.

Signatures

The Host and AFRG agree to the terms outlined in this agreement. AFRG further certifies that it is an authorized non-profit organization as defined by the Internal Revenue Service. The AFRG will provide proof of non-profit status to the Host.

For the Affiliate Fundraising Group

Name of Organization: _____

Non-profit Tax ID Number: _____ Date: _____

Signature for the Organization: _____

Printed Name: _____ Phone: _____

Mailing Address: _____

Email Address: _____

For the Murrieta Rotary Foundation Field of Honor Committee (Host)

Signature: _____ Date: _____

Printed Name: _____ Phone: _____