



AFFILIATE AGREEMENT FOR FLAG PRE-SALES

This agreement is between the Murrieta Rotary Club's Field of Honor program (the Club) and _____, a non-profit

organization (Affiliate). The Club authorizes the Affiliate to **pre-sell** flag sponsorships for Rotary's annual Field of Honor event scheduled for November 9 - 16, 2019, at Town Square Park.

TERMS

The Affiliate will pre-sell flag sponsorships for \$35. The Club will donate \$10 per sponsorship sold to the Affiliate, which will be paid upon completion of the event and reconciliation of funds, or no later than December 15, 2019.

At no additional cost, the Club will provide the Affiliate with the following support materials to assist in the pre-sales efforts:

- An electronically formatted, ready to print version of a flag sponsorship flyer and order form customized for the Affiliate. These flyers can be emailed to Affiliate contacts, printed in hard-copy format and used as the basis for social media marketing of the Affiliate's solicitation of flag sponsors.
- Flag sponsorship sales log forms on which to record sales by the Affiliate.
- To encourage and accommodate sponsors obtained by the Affiliate to place their orders on the Field of Honor's website, the Affiliate's name will be added to a menu in the order checkout section that sponsors can check to credit the Affiliate.

Flags will be set up at the venue on November 8, 2019, and will remain on display through November 16, 2019. Starting on November 16 and until noon on November 17, flag sponsors may claim their flag, its pole and rebar as well as the yellow dedication ribbon attached.

DUTIES

1. This program is for sponsorship sales **prior to** the event. Credit is not given the Affiliate for sales at the Field.
2. Affiliate volunteers are encouraged to distribute the flag sponsorship flyers to prospective buyers, explaining the event and the purchase process.

3. Affiliate volunteers may sell a sponsorship either via a manual sales form or through the event's online ordering system. Payment must be made at the time of purchase by cash or check made payable to the Murrieta Rotary Foundation or by credit card if ordering online. The Affiliate will determine the process through which sales forms and payment are distributed and collected from their volunteers.

4. Sponsorship sales in paper form are to be detailed on the flag sales log form and submitted with the order form and payment to the Club Affiliate's chair periodically as sales are made, but **no later than November 4, 2019**, to allow time for flags to be tagged and placed. They may be mailed or delivered by arrangement to:

Al Vollbrecht, Rotary Affiliates Chair
39690 Wild Flower Drive, Murrieta, CA 92563

Contact for information: Al Vollbrecht at avollbrecht@verizon.net or by phone at 951-440-6595.

SIGNATURES

The Club and Affiliate agree to the terms outlined in this agreement by affixing their signatures. The Affiliate certifies that it is a tax-exempt non-profit organization as defined by the U.S. Internal Revenue Service. The Affiliate will provide proof of such status if requested.

For the Affiliate:

Name of organization _____

Name and position of signer _____

Printed name _____ Phone _____

Mailing address _____

Email address _____ Date _____

For the Club:

Signer _____ Date _____

Printed name _____ Phone _____