

- Agree to publicize your partnership with #GivingTuesdayKaty in all appropriate media. #GivingTuesdayKaty grants you a revocable, royalty-free, and non-exclusive license to use its logo solely for such purpose. If you engage in social media such as Facebook, Twitter, Instagram, LinkedIn, and/or Tumblr, use #GivingTuesdayKaty in an appropriate and reasonable way to support the initiative.
- Agree that the committee of #GivingTuesdayKaty may remove your profile from the website at its sole discretion at any time.
- Understand that #GivingTuesdayKaty will not share or sell donor information to any other organization or entity.

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Additional Requirements for Giving Tuesday:

- Giving Tuesday – #GivingTuesdayKaty participants must register annually.
- Understand that Individual Fundraisers raising funds for a nonprofit cannot offer any kind of incentives (time, product, or consideration) in exchange for donations made through #GivingTuesdayKaty.
- Understand that #GivingTuesdayKaty is a vehicle to allow individuals to donate to nonprofits on their own initiative and that it is not intended as a vehicle to facilitate gifts that you have solicited through other means. (Example: Payment of event sponsorships, pledge payments, annual appeals, or capital campaigns.)
- Check Policy: #GivingTuesdayKaty has created a check policy to account for those few instances where a donor makes an off-line Giving Tuesday gift. Please understand that we have to manage the administrative resources for this process as well as maintain the intention of an online campaign. Check gifts made between November 1, 2020 and December 1, 2020, must be delivered to **535 E. Fernhurst, Suite # 321, Katy, TX 77450** when they are received. Checks made on December 1, 2020 must be delivered to the committee or the Giving Tuesday site.

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Checks must be made out to Giving Tuesday Katy with the agency listed on the memo line.

#GivingTuesdayKaty agrees to provide:

- Training opportunities: A member of each participating nonprofit will be required to attend one of three trainings offered for #GivingTuesdayKaty. A toolkit as well as social media assistance, tricks, and tips, as well as web page creation will be provided at these trainings. Failure to attend a training will result in forfeiture of participation in the 2020 #GivingTuesdayKaty campaign.

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o Training Dates:

- Thursday, August 13, 2020 from 10:00 a.m. to 11:00 a.m. on Zoom.
- Thursday, August 20, 2020 from 6:00 p.m. to 7:00 p.m. on Zoom.
- Tuesday, September 15, 2020 from 6:00 p.m. to 7:00 p.m. on Zoom.

- Branding: #GivingTuesdayKaty toolkits and materials will be available to you to make the promotion of your organization’s participation in this exciting giving day easier.
- Promotion/Media: Widespread promotion of #GivingTuesdayKaty on behalf of all participating nonprofits. Sponsored and earned media will support the community-wide effort, driving traffic to the #GivingTuesdayKaty website.

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Collective Pool of Funds:

- The #GivingTuesdayKaty bonus funds will be split evenly.



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Sponsorships:

A Giving Tuesday Katy sponsor is an individual or business who chooses to support GTK, not a specific non-profit. This individual or business would then donate in one of the sponsorship categories. Based on the level of sponsorship, the individual or business would be recognized on the GTK website. All funds that are collected via GTK sponsorship will be evenly distributed amongst the participating non-profits.

Donors:

A donor is an individual or business who chooses to support a specific non-profit in GTK. This is similar to the traditional fundraising that is already done by the non-profits. These individuals or businesses will make their donations through Reason2Race, for the benefit of the selected non-profit. The funds raised in this method will go directly to the non-profit and will not be split with the others.

If you agree to the terms as explained in this document, please complete the registration form and send it in to gksarah@gmail.com. Send or mail checks to

**535 E. Fernhurst
Suite # 321
Katy, TX 77450**

For any questions, please feel free to contact Sarah Beaton at gksarah@gmail.com.

#GivingTuesdayKaty Registration Form

Legal Name of Organization: _____

Name as it Will Appear in Public Campaign: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

Organization EIN#: _____

Training Session Date to Attend (Please check only one):

- Thursday, August 13, 2020
- Thursday, August 20, 2020
- Tuesday, September 15, 2020

Organization Category (Please check only one):

- | | | | |
|------------------------------------|---------------------------------|------------------------------------|--|
| <input type="checkbox"/> Animals | <input type="checkbox"/> Arts | <input type="checkbox"/> Children | <input type="checkbox"/> Community |
| <input type="checkbox"/> Education | <input type="checkbox"/> Health | <input type="checkbox"/> Religious | <input type="checkbox"/> Social Services |

Please attach a copy of your tax-exempt form.

By signing this agreement, we:

- Acknowledge receipt of guidelines for the event and agree to follow the guidelines.
- Agree to use the promotional messages provided by the committee of #GivingTuesdayKaty.
- Understand that noncompliance with these guidelines may result in forfeiture of the match fund percentage that would have been allocated to our organization's project.

Signature

Title

Print Name

Date

Submit by September 11, 2020
to: Sarah Beaton

Or email by September 11, 2020
to: gksarah@gmail.com