



AIDS WALK HOUSTON

Sunday, March 3rd, 2019

Benefiting Agency (BA) Distribution Policies and Agreement

AIDS FOUNDATION HOUSTON, INC. (AFH) announces plans are underway for the 30th Annual AIDS Walk Houston, taking place on Sunday, March 3rd, 2019. AFH's Benefiting Agency (BA) program continues to foster collaborative efforts with AIDS service and education providers throughout the Greater Houston area in order to make AIDS Walk Houston 2019 a financially successful event for all participants.

To become a Benefitting Agency, please review the following policies and return to AFH:

- Your signed and dated agreement
- The documents requested below
- Your agency's logo to AFH.

Inclusion in AIDS Walk Houston 2019 print/collateral materials will be contingent upon return of the above and deadline for print dates.

For questions, please feel free to contact:

Lauren Brooke

AIDS Foundation Houston, Inc.

Development Manager

(713) 623-6796, ext. 232

brookel@afhouston.org

As a Benefiting Agency (BA) of AIDS Walk Houston 2019, your organization agrees to abide by the following policies, rules, and conditions:

REVENUE/GUIDLINES

1. All BAs must have official 501(c) (3) status prior to submitting an agreement.
2. All funds raised by a BA are restricted for use by the HIV/AIDS organization, or the specific HIV/AIDS program of the agency on whose behalf the application for funding was submitted.
3. A BA's gross funds raised shall be determined by the total amount of funds received by AFH dba AIDS Walk Houston by Friday, April 12, 2019 at 5:00 p.m. from all walkers officially registered with the organization's team (see: "Fundraising Team"). A walker will not be considered registered to a BA's team unless they are officially registered in our online database (see: "DonorDrive").
4. 70% of the gross funds raised by a BA will be awarded to the BA, less the processing and credit card fees outlined below (see: "DonorDrive"). The remaining 30% will be used to cover AIDS Walk

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Tel: 713-623-6796 ext. 232 Fax: 713-623-4029
brookel@afhouston.org

production costs, day of event-related expenses, including city permits, stage and sound equipment, and other supplies.

5. The total amount of all non-collectible checks returned to AIDS Walk Houston attributed to a walker registered as part of a BA, will be deducted from the BA's total before beneficiary distribution. Additionally, a \$35.00 bank fee will be charged for all returned checks.
6. There is no minimum guaranteed distribution.
7. Please note that all matching gift forms for contributions must be submitted by 5:00pm, Friday, April 12th, 2019. Matching gift monies awarded after initial payout at the beginning of June 2019 will be disbursed to BAs on Wednesday, October 2nd, 2019.
8. Any events, sales or fundraisers held under the AIDS Walk umbrella must go toward the BA's walk revenue. All event signage for fundraisers must be approved by AIDS Foundation Houston and state "produced by AIDS Walk Houston".
9. Although the Development staff is here to assist when needed, each BA is responsible to registering their team members, assisting their individual team members, tracking team members, team roster and fund raising progress.
10. Any team publication or solicitation regarding Walk must include "Produced by AIDS Foundation Houston" and include the AFH logo.

DONORDRIVE

AFH will host BAs (and all other AIDS Walk participants) with DonorDrive fundraising software for AIDS Walk Houston 2019. DonorDrive is an online partner that enables AIDS Walk participants to create a personalized donation page that can be emailed to family, friends, classmates, and colleagues to help them reach their fundraising goals. BAs will be bound to the following agreement regarding DonorDrive:

- Online and offline processing fees will be charged to the BA at \$2.50 per transaction. (Processing fees include administration, security, authorization, processing, and reconciliation services.)
- Credit card processing fees will be charged to the BA at 2.90% plus \$.20 per transaction.
- The fees outlined above have been negotiated for all AIDS Walk Houston participants. There are no exceptions, even for the hosting agency (AIDS Foundation Houston, Inc.)
- A transaction summary will be provided to BAs at time of payout.

FUNDRAISING TEAM

BAs are required to form a fundraising team on www.AIDSWalkHouston.org. BAs are encouraged to register their agency's board members, employees, donors, volunteers, clients, families and friends to raise funds and walk on their AIDS Walk team.

Prior to soliciting any business, school, or community group to walk with your team, BAs must submit a written request to AFH at least three weeks prior to solicitation. BAs may not solicit corporate teams,

employee groups, or any company/individual already or previously participating in AIDS Walk Houston to be on their team. Please contact Lauren Brooke at brookel@afhouston.org to submit your request. AFH will grant requests on a case-by-case basis. AFH's decision will be final in all cases. BA's may contact the organizations specifically identified on their list only after AFH has approved and documented the request.

There will be no affiliate teams permitted. Any business, school, or community group must be a part of the BA's team.

BAs may not conduct any advertising (print, radio, internet, or television), media campaigns, or promotions or events that solicit walkers or walk teams to join their team effort without the approval of AIDS Walk Houston staff. All media requests should be forwarded to Lauren Brooke at brookel@afhouston.org

All press releases regarding the BAs participation in the walk must include the following: Produced by AIDS Foundation Houston, Inc. and be submitted to Lauren Brooke at brookel@afhouston.org for approval 10 days prior to the requested publish date.

Official AIDS Walk Houston 2019 promotional materials will be provided for each BA. Specific team-coded/labeled pledge sheets may not be placed in local businesses, offices, etc.

AFH will not contact or use the donor or team member information of the participating BA unless the donor or team member has also donated, volunteered, or supported the programs and services of AIDS Foundation Houston, Inc. in any way.

BAs with operating revenue of more than \$500,000 are required to raise a minimum of \$5,000 total to be eligible to be a BA for the following year. BA's with an operating revenue of \$500,000 or less are required to raise \$2,500 or more in order to receive your AIDS Walk 2019 payout, If you do not meet the minimums required you will not receive any payout from AFH.

BAs are required to display the AIDS Walk logo on their website by Monday, January 28th, 2019 , as well as list AIDS Foundation Houston, Inc. as a donor should they receive monies from the Walk proceeds. Please contact Lauren Brooke at brookel@afhouston.org if you have questions or concerns.

DAY OF EVENT

- Sales and/or canvassing along the AIDS Walk route are prohibited.
- All BAs will be provided a table in the park on the day of the walk.

TEAM FUNDRAISERS

BAs must request approval from AFH prior to planning any external fundraiser or special event in support of their AIDS Walk Houston 2019 team. Not doing so may result in disqualification from the AIDS Walk.

BAs must agree to submit all gross dollars from any external AIDS Walk Houston fundraiser or special event to their team earnings.

DISTRIBUTION OF FUNDS RAISED

Check disbursement to BAs will be made in June 2019. An itemized transaction, donor, and fee summary will accompany the check.

AIDS Foundation Houston, Inc. (AFH) retains the authority to cancel this agreement if a BA violates any of the policies set forth in this agreement. Upon cancellation, any right to proceeds raised by the violating BA will be forfeited.

I have read, understand, and agree to the terms contained herein and submit that information on application is true and correct to the best of my knowledge:

Signature

Name

Title

Organization

**AIDS WALK HOUSTON 2019
BENEFITING AGENCY INFORMATION**

Benefiting Agency Name

501 (c)(3) Organization Name (if different)

Agency Address

City, State, Zip

Phone and Fax

Agency Contact Name and Title

Contact Phone

Contact Email

Please include the following with your contract:

1. Non-profit 501(c)(3) determination letter.
2. Completed W-9 form.

For inclusion as a BA in all official AIDS Walk Houston 2019 print/collateral materials, AIDS Foundation Houston, Inc. must receive your contract no later than Friday, December 7th, 2018 at 5:00 p.m. Emailed (brookel@afhouston.org) and delivered contracts will be accepted. Deliver, mail, or fax one copy to:

AIDS Foundation Houston, Inc.
ATTN: AIDS Walk Houston 2019
6260 Westpark, Suite 100
Houston, Texas 77057
Fax: 713.623.4029

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