Sinclair Community College (‘‘College’’) and the Sinclair Foundation (‘‘Foundation’’) are grateful to all groups who wish to support the College and the Foundation. The following guidelines are intended for use by any outside, third party organization (‘‘Organization’’) that wants to hold or sponsor a fundraising activity or event for the benefit of the College or the Foundation. Approval of the Foundation is required for any such activity or event. The process for obtaining such approval is set forth below.

Questions should be directed to the Sinclair Foundation office at 937-512-4569 or foundation@sinclair.edu.

One Month Approval Requirement
Any activity or event conducted or sponsored by a third party that involves the use of the name of the College or the Foundation must be approved in advance by the Foundation office at least one month prior to the commencement of the activity or the date of the event. A ‘‘Third Party Fundraising Approval Form’’ must be completed and submitted to the Foundation office before such approval can be granted. (A form may be obtained by contacting the Foundation office.)

Approval/Disapproval of Activity or Event
The Foundation will inform the Organization in writing if the event or activity is approved or disapproved.

An activity or event may be disapproved for any reason in the Foundation’s sole and absolute discretion, including but not limited to:
1. Competition or conflict with any other event.
2. The event is deemed inappropriate for students or College brand standards.
3. The event does not align with the College’s mission and/or strategic initiatives.
4. The allocation of net proceeds to the Foundation is not sufficient or appropriate.

Promotion of Activity or Event
1. Publicity Approval: Before sending any press release, media alert, advertisement, or any other form of publicity to any media outlet or social media site, the Organization must submit all copy/design to the Foundation office for review and approval.
2. Beneficiary Recognition: Publicity may not suggest that the activity or event is being sponsored or co-sponsored by the College or the Foundation or that the College is involved in any way except as the beneficiary of the fundraising activity. The College’s involvement must list the event name followed by “benefiting Sinclair (program if applicable) through (name of event host)…”
3. Proceeds: The percentage of net proceeds that will be donated to the Foundation must be clearly indicated on all promotional materials.
4. Logos: The Foundation and College logos may be used only if the sponsoring organization has received written prior approval for such use from the Foundation. (The Foundation will supply a print-ready or electronic logo upon request.)
5. **Banner:** The Foundation may provide a banner to hang during the event based on availability. The banner should be returned to the Foundation immediately after the event.

6. **Event Promotion:** The Foundation may post information about the activity or event on the Foundation’s website calendar of events.

7. **Photo Use:** The Foundation and the College reserve the right to use photos and information about third party events for the benefit of the College in publications and other materials.

**Restrictions**

1. **Costs:** The Organization is responsible for all costs associated with the event. Neither the Foundation nor the College will assume any responsibility for such costs.

2. **Liability:** The Foundation and the College assume no liability for your event.

3. **Staffing:** The Foundation and the College staff are not responsible for planning, executing or staffing third party events, unless otherwise agreed upon in writing. However, representatives of the Foundation or the College may attend the event.

4. **Mailing Lists:** The Foundation and College mailing lists, including donor and alumni records, are confidential and maintained for Foundation and College use only and may not be used to promote your event.

5. **Student Information:** The Organization may not seek or receive from the Foundation or the College or any College employee or representative contact information about College students or graduates other than information which may have been previously made public by the College.

**Donor Acknowledgement**

The Organization must provide to the Foundation a list of donors (individuals and companies or other organizations) who contributed to the activity or event, including donor name, address, and amount of contribution.

If the Organization is a nonprofit corporation and 501c3 organization then it is the Organization’s responsibility to provide each individual donor with written documentation that acknowledges the donor’s contribution and to provide written confirmation to the Foundation that this has been done.

If the Organization is not a nonprofit corporation and 501c3 organization then the Organization must provide individual donor information, including, donor name, address, and amount of contribution, to the Foundation for the purpose of donor acknowledgement.

**Accounting and Delivery of Funds**

All funds raised from the proposed event, along with a full and final accounting of all funds collected and expended, must be delivered to the Foundation office within 10 days of the conclusion of the activity or the event. Cash donations of $500 or more must be issued to Sinclair in the form of a check or money order made payable to the Sinclair Foundation. If required by the Foundation, a performance bond in such amount as requested by the Foundation must be obtained to ensure delivery of funds.

**Reservation of Rights**

The Foundation and the College reserve the right to waive, modify, or terminate any term or condition of the foregoing policy at any time and with or without notice.
Sinclair Foundation
Third Party Fundraising Approval Form

Send completed agreement form to: Sinclair Foundation, 444 W. Third St, Dayton, OH 45402
Telephone: 937.512.2510     Fax: 937.512.2388     E-Mail: foundation@sinclair.edu

Event Name: __________________________________________________________________________________
Event Type: ___________________________________________________________________________________
Event Date: __________________________________ Location:___________________________________________
Event Hours: __________________________________ Rain Date (if applicable):_________________________

Sponsor (organization or individual):______________________________________________________________
Contact Name: ____________________________________ E-mail Address:________________________________
Address: ______________________________________________________________________________________
Daytime Phone Number: _____________________________ Fax Number:____________________________________
Is event open to the public: YES___ NO___  Admission Fee:________
Expected # Attending ________ # Volunteers _________
Describe how the event will raise funds: ____________________________________________________________
_____________________________________________________________________________________________
Budget for conducting event: $______________________ Estimated donation: $__________________________
Indicate dollar amount per sale/transaction and percentage of proceeds to be given to Sinclair:
$__________________ %_______________________
Does sponsor want to use the Foundation or College’s name and/or logo for promotion of event? YES____ NO____
Are you a 501c3 organization? YES_____NO____

If yes, the following documentation must accompany this form unless waived in writing by Sinclair Foundation in its sole and absolute discretion:
1. A copy of the organization’s IRS Determination Letter
2. A copy of the organization’s most recent financial statements and tax return
3. A list of the organization’s board of trustees
4. A copy of the organization’s insurance coverage

If other charitable organizations will benefit from this event, please list the names of these organizations and describe the extent to which they will benefit on an attached sheet.
I understand the completion of this form does not mean, and may not be construed to mean, that the proposed event has been approved by the Sinclair Foundation. The event’s sponsor must receive written confirmation indicating approval of the event from the Foundation before any publicity may be released. The Sinclair Foundation and Sinclair Community College reserve the right to request additional information about a proposed event or its sponsors before considering approval of the event. The event sponsor(s) agree to indemnify and hold harmless Sinclair Community College Foundation and Sinclair Community College, and the directors, officers, trustees, employees, agents and volunteers of each, from and against any and all suits, claims, demands, liabilities, damages, costs and expenses (including reasonable attorneys’ fees) arising out of or relating in any way to your business and the fundraising activities authorized hereunder.

Nothing in this application or approval thereof shall be construed to authorize the sponsoring organization or any representative thereof to act as an agent of the Sinclair Community College Foundation or Sinclair Community College.

Please identify any requested waivers of the foregoing requirements:

____________________________________________________________________________________________

____________________________________________________________________________________________

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OF THIS AGREEMENT

SPONSOR’S SIGNATURE: ____________________________________________________ DATE: __________

CONTACT: ____________________________ PHONE: __________________ EMAIL: ________________________

SINCLAIR FOUNDATION’S SIGNATURE: __________________________________ DATE: __________

UNLESS OTHERWISE AGREED IN WRITING BY THE SINCLAIR FOUNDATION, ALL FUNDS RAISED FROM THIS PROPOSED EVENT MUST BE SENT WITHIN 10 DAYS OF THE EVENT, ALONG WITH A FULL AND FINAL ACCOUNTING OF ALL FUNDS COLLECTED AND EXPENDED (INCLUDING DONOR INFORMATION), TO THE SINCLAIR FOUNDATION, 444 W. THIRD ST. DAYTON, OH 45402.

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