

GUIDELINES FOR SPONSORSHIP OF EVENTS BY ROTARY DISTRICT 7490 WALTER D. HEAD FOUNDATION (WDH)

1. Clubs shall submit a written request to WDH to sponsor an event to be undertaken by the Club setting forth the following information:
  - a. A description of the event (i.e. Fundraiser, catered event, soliciting donations, raffle)
  - b. Time, date and location of the event
  - c. If a catered event, the name, mailing address, e-mail address, telephone number, fax number and contact person of the catering venue.
  - d. If a solicitation of donations, a description of the manner in which such donations shall be solicited and a description of the persons or entities to be solicited
  - e. The purpose for which the event is being held and the designated use of the net proceeds from the event.
  - f. A budget for the event including anticipated revenues and anticipated expenses
  - g. The name, contact person, mailing address, e-mail address, telephone number, and fax number of the Club.
  - h. If a raffle, the type of raffle (e.g. Off-premises 50/50; on-premises 50/50; tricky tray; casino night; carnival, other); raffle price; anticipated proceeds, date and location of raffle
  - i. Such other information as may be requested by WDH
2. WDH shall review the application to determine eligibility. Any event shall be consistent with the charitable purposes of WDH and consistent with the requirements for a 501(c)(3) tax-exempt organization.
3. All proceeds and disbursements for the approved event shall be deposited with and disbursed by WDH. WDH shall not be obligated to expend any of WDH's monies in

connection with the foregoing event. Any and all deposit monies or other up-front payments shall be the sole responsibility of the Club. All proceeds in connection with the foregoing event shall be made payable to WDH and shall be furnished to the WDH Treasurer for deposit into an account designated for the foregoing event. Any disbursements shall be paid solely from proceeds to be deposited with WDH furnished by the Club. All disbursements made by WDH in connection with the foregoing event shall be consistent with WDH's tax exempt status as a 501(c)(3) tax-exempt organization. Any net proceeds from the foregoing event shall be used solely for an exempt purpose.

4. The Club agrees to indemnify, defend and hold WDH and its officers, agents, members, servants, employees and assigns harmless from any and all liability, demands, claims, suits, losses, injuries, damages, judgments, expenses, costs and reasonable attorney's fees arising out of or resulting from sponsoring the aforesaid event, including any and all liability, claims, demands, damages, judgments, expenses and costs of any kind resulting from the acts or omissions from any guest, participant, visitor or other person in connection with the aforesaid event.
5. In addition, unless waived in writing by WDH, the Club shall provide to WDH a Certificate of Insurance specifically naming the WDH as an additional insured, providing general liability, bodily injury and property damage coverage in an amount of not less than \$1,000,000.00 for personal injury per person and \$500,000.00 for property damage, together with statutory Workers Compensation coverage (if applicable) issued by an insurance company authorized to do business within the State of New Jersey, or such other coverage amounts as may be specified by WDH.

6. The Club shall act as the guarantor under any contract between any vendor and WDH in connection with the foregoing event. Any such contract shall contain a provision pursuant to which the vendor waives any recourse against WDH, its officers, agents, members, servants, employees and assignees. The Club shall be responsible for any and all obligations under said contracts. Any such contracts shall be subject to the review and approval by WDH.
7. WDH shall be responsible for providing a written acknowledgment to any donor of charitable contributions of \$500.00 or more in connection with the aforesaid event, provided WDH is provided with the name and address of said donor.
8. The Club shall reimburse WDH an administration fee for sponsoring the foregoing event in accordance with the following schedule:
  - \$250.00 minimum fee up to \$10,000 of receipts
  - \$500.00 fee for receipts over \$10,000 up to \$25,000
  - \$750.00 fee for receipts over \$25,000 up to \$50,000
  - \$1,000.00 fee for receipts over \$50,000 up to \$100,000
  - \$1,000.00 plus 1% of receipts over \$100,000
9. The Club shall execute and deliver to WDH an Indemnification and Hold Harmless Agreement of a form approved by WDH.