

!ndigo

Chapters

Coles

indigo.ca

FUNDRAISING PROGRAM AGREEMENT

Community Group Name: _____

Community Group Contact: _____

Contact Phone Number: _____

Contact Email: _____

Contact Mailing Address: _____

Proposed FUNdraiser Date*: _____

Proposed FUNdraiser Time*: _____

Store Location/Number: _____

Store Contact: _____

*Date and time are subject to Indigo's availability and approval.

The Event

At Indigo and Chapters, we want to help your community group fund the programs that mean the most to you. Our Indigo FUNdraisers make it easy to host an in-store event and earn 15 – 20% of all purchases for your community group.

Who is eligible?

All not-for-profit arts, literacy and education-based organizations are eligible for the program. We reserve the right to decline any group that, in our sole discretion, does not meet the eligibility requirements.

How the Program Works

During the event all purchases made by your invited guests will be processed as a FUNdraiser. Following the FUNdraiser, the store will tabulate sales and process a donation request.

Your group must choose to receive their donated funds in one of the following ways:

- An Indigo gift card totalling 20% of the FUNdraiser sales before taxes
- A cheque totalling 15% of the FUNdraiser sales before taxes

Within 4-6 weeks of the FUNdraiser, your group will receive its donated funds by mail, to the address provided.

During the FUNdraiser, discount programs will not be in effect (e.g. in-store promotions, plum rewards and iRewards discounts, Purchase with Purchase, etc.). If one of your guests indicates that they do not wish to forfeit their discount for that evening, the sale for the item will not be included in the FUNdraiser sales.

Please note that the following are excluded from all FUNdraiser sales:

- Gift Card Sales
- KOBO and e-reader sales

In-store Rules and Regulations

- The event is two hours in length
- FUNdraiser groups may not solicit regular customers in the store
- All children under the age of 16 must be accompanied by an adult. Children may not be dropped off or left unsupervised for the duration of the event
- The store remains open for business to the general public during the FUNdraiser and no area of the store may be blocked off to the general public
- Although we are excited to host your FUNdraiser, we are also a place of business and therefore make maintaining the normal operations of our store a priority, while accommodating special requests from your group wherever possible. We reserve the right to refuse or request changes to proposed events based on the availability of space, the possibility of impeding the everyday operations of the store, the safety of the staff and/or our customers. Indigo reserves the right to change the date of the event based on availability.
- Your group will be held responsible for the costs of any damage to store property that occurs as a result of its FUNdraising event.

- It is not permitted to sell tickets, hold a raffle of any kind or sell products not in our inventory during the FUNdraiser. All purchases must be made through the store cash registers and must be part of store inventory
- Indigo shall not be responsible for any liability, injury or damages to your guests, planning committee, staff, students or other participants, arising out of their or your participation in the FUNdraising event and/or any planned presentations (as previously approved by Indigo)by your group.

Canceling a FUNdraiser

We understand that from time to time it may be necessary to cancel a planned event due to unforeseen circumstances. If you wish to cancel your FUNdraiser, you must do so within 72 hours of the event.

It is important to note that we take great care to ensure that your FUNdraiser is successful which means planning for additional staff and setting up the store to accommodate your group. Community groups who cancel FUNdraisers without adequate notice will not be considered for future FUNdraisers.

By signing below, you accept and agree to abide by the terms and conditions above.

Community Contact Signature: _____ **Date:** _____

Store Contact Signature: _____ **Date:** _____