# [Insert Affiliate Name]

## Alaska Community Foundation Business Partnership Agreement

This document is an agreement between the [Insert Affiliate Name] (Affiliate Acronym), an Affiliate of the Alaska Community Foundation (ACF) and Local Businesses. The purpose of this agreement is to utilize the Business Partner’s (“Business”) online reservation system, telephonic and in person booking systems to offer their clients the chance to make an “add-on” donation to [Affiliate].

The parties mutually agree to participate in this project. The understanding of both parties is set out below.

Business agrees to:

1. Create an “add-on” feature to their checkout page to include an option for customers to make donations to [Affiliate] using highlighted language provided by [Affiliate].
   1. The updated donation button can include donation options such as $1, $5, $10 or other monetary options of less than $250, or a donation of less than $250 may be accepted at the register **OR** include a $1.00 opt-out donation during the booking process. Customers have the option to add to or opt-out of the donation at checkout after their stay for a total donation of less than $250.
2. Add a hyperlink “Learn More” to direct the client to the [Affiliate] website, which will include the Business Partnership language and direct donation link for donations in excess of $249 to comply with IRS gift substantiation.
3. Remit the collected donations once a quarter in a single check made out to: The Alaska Community Foundation, and memo line naming the selected [Affiliate] fund.
4. Annually select the [Affiliate] fund the collected donations shall be destined for:

\_\_\_\_\_\_ the [Affiliate] Operating Endowment Fund

OR

\_\_\_\_\_\_ [Affiliate]’s Grantmaking Endowment Fund

1. Provide [Affiliate]/ACF with a copy of Business logo in PNG and in PDF formats for highlighting the Partnership on the [Affiliate]/ACF website and Facebook pages.

[Affiliate] /ACF agree to:

1. Provide Business with the proper language and information necessary for Business to post on their website, providing an understanding on the purpose and intent of this program to potential donors.
2. Provide Business with a tax receipt for donations they collect and remit to ACF, along with any matching donations Business would like to make. ACF/[Affiliate] shall not provide individual tax receipts to customers/clients/donors made on Business’ website.
3. Any donations made directly to [Affiliate]’s online system at [Affiliate donation link] will receive a receipt from ACF.

Business agrees that the participation in this project is subject to mutual agreement and continued performance of all obligations by either party. This agreement may be terminated within 10 days by either Business or ACF/[Affiliate] by written notice.

Business agrees the use of ACF/[Affiliate] logos are subject to the express permission and sole purpose of this project. Business will agree to remove any of this information at the expiration of the project, or at ACF/[Affiliate]’s request.

This agreement shall be in effect for one year from the date set forth below.

All parties agree to the rights and responsibilities set forth in this agreement made this \_\_\_\_\_\_\_\_day of\_\_\_\_\_\_\_\_ by signing below.

**Business** [Affiliate]

By: By:

Its: Its:

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ACF**

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By:

Its: