**Business Partner Program Quick Reference Guide for Online Reservation Systems**

Thank you so much for agreeing to be a Business Partner with **[Affiliate Foundation]**. This program will enhance the [**Affiliate Foundation’s]** ability to grow our local endowment assets and help better the communities of **[Affiliate Community]**. Here is a quick reference guide to outline responsibilities of our Business Partners:

1. Complete and Sign the **[Affiliate Foundation]** Business Partner Agreement.
2. **For online reservation systems:**  Update your website to include:
3. Add on donate button (if presenting options available ie: $1, $5, $10 or other must be capped at $249.99) or self-selected amount.
4. Use the website language provided.
5. Highlight **[Affiliate Foundation]** with the logo provided.

 **For hospitality partners:**

1. Add a line on the itemized receipt with a donation line for **[Affiliate Foundation]**. (Similar to the tip line.)
2. Provide **[Affiliate Foundation]** with a high-resolution business logo in .png and in .pdf formats to be featured on **[Affiliate Foundation’s]** website. Logos can be emailed to **ketchikan@alaskacf.org****.**
3. Annually select which fund the donations collected will go, **[Affiliate Foundation’s]** Operating Endowment or **[Affiliate Foundation’s]** Grant Making Endowment.
4. Optionally choose to match a self-selected number of donations.
5. Provide **[Affiliate Foundation’s]** EIN on booking receipt using this language:
*Your booking receipt will be considered your receipt for this donation to* ***[Affiliate Foundation], an affiliate of The Alaska Community Foundation****, EIN 92-0155067.*
6. Collect the donations from clients and remit these once per quarter or end of season to **[Affiliate Foundation]**, [**Affiliate Foundation Address]** in a single check. Be sure the check is made out to *Alaska Community Foundation (ACF); indicate in the memo line:* ***[Affiliate Foundation].***

**SAMPLE WEBSITE WORDING FOR BUSINESS PARTNERS**

**Example One:**

Thank you for helping to ensure that **[Affiliate Community]** remains a special place, both now and far into the future. The **[Affiliate Foundation and acronym]** makes a big difference in this small community by granting funds to local nonprofits for programs that matter. By helping **[acronym]** grow their endowment fund, you are helping address community needs in the focus areas of compassionate health care, innovative education, creative artistic expression, social engagement, and active enjoyment of the natural environment. Thank you for making a donation, and for making a difference!

**Example Two:**

As a business that relies primarily on bringing summer tourists to our small Alaskan town, we ask that you consider making a small donation to help ensure that our community stays vibrant for everyone who calls **[Affiliate Community]** home.

The **[Affiliate Foundation]** is our flagship granting endowment fund. The earnings from this endowment are used to award grants through a competitive grant cycle to local qualifying 501(c)(3) nonprofits.

This flexible endowment meets the current needs of our community as they arise. These needs may address any number of issues, such as: social services, hunger, education, arts and humanities, environmental, and youth services. As this endowment grows, so does our ability to support the causes and address the needs of **[Affiliate Community]** now and forever.

Questions? Please call text or email **[INSERT CONTACT INFO HERE]**