



November 7 - 15, 2020 • San Gabriel Park

Affiliate Agreement for Field of Honor® Flag Sales

This agreement is between the Rotary Club of Georgetown, TX Field of Honor® Committee (Host) and _____, as an Affiliate Fund Raising Group (AFRG).

The above mentioned AFRG has the permission of the Host to promote flag sales (for \$40 each flag, plus \$7.00 shipping if desired by the purchaser) on behalf of the Host from **May 15, 2020 through Nov 15, 2020** for the 2020 Georgetown Field of Honor®.

Terms

- I. The AFRG will actively promote flag sales for \$40.00 each. The Host will donate a portion of the proceeds per flag sold by the AFRG to the AFRG *within 30 days of the completion of the 2020 Field of Honor event and reconciliation of funds received.*
- II. A portion of the flag sales proceeds will be donated by the Host to the AFRG. The amount donated to the AFRG will depend on the total number of flags sold by the AFRG by November 15, 2020 and received by the Host no later than November 15, 2020. The per-flag donation to the AFRG by the Host will be paid only for flag sales and not for any supplemental donations. The payout scale is as follows:

AFRG Affiliate Payout Scale	Payout/Flag
1 to 10 flags	\$8
11 to 25	\$10
26 to 50	\$12
50+	\$15

- III. The AFRG will designate a member of their organization to manage the receipts and process the flag orders and dedications, and forward them to the Host as provided in the procedures on page 3.
- IV. Upon receipt of a signed AFRG Agreement, the Host will provide the AFRG with the following support materials to assist the AFRG with their sale efforts:
 - An electronic, printer-ready version of the Field of Honor® brochure (so the AFRG can print color copies as needed). Printing must be in color on at least 24 lb. paper.
 - A supply of Field of Honor® tri-fold brochures (with paper order form included) can be requested and picked up by arrangement with the Host committee chair.
 - An electronic, printer-ready version of the Multi-flag order forms for groups or individuals that want to purchase multiple flags on one order form (so the AFRG can print copies as needed). Printing must be on at least 24 lb. paper.

- Posters will be provided upon availability as requested by the AFRG.
- V. The AFRG is highly encouraged to refer prospective flag buyers to the Georgetown TX Field of Honor website – www.GeorgetownTXFieldOfHonor.org - where flags can be ordered online and securely paid for by PayPal. **The buyer must check the AFRG organization name under “Affiliate Sales” at the time of the online purchase to receive Affiliate credit for the purchase. Note: Flag sales cannot be retroactively credited to the AFRG.** No credit can be given if the purchaser fails to mark the AFRG name.
 - VI. Upon request, the Host will send monthly reports to the AFRG of online orders received.
 - VII. All properly completed paper orders, Order Summary sheets (provided by the Host), and funds must be received by the Host monthly, at minimum, and no later than the end of business on November 5, 2020 in order to receive Affiliate credit. Paper orders should be marked with Affiliate name at the bottom of the form. AFRG may not hold flag orders to the end date as dedication tags must be made to put on flags and data entries for tracking purposes must also be made.
 - VIII. It is the responsibility of the AFRG to ensure that the information provided on the form is **legible and complete** (especially purchasers paying by credit card). Declined credit card orders or those that cannot be read will be returned to the AFRG for follow-up.
 - IX. The AFRG providing 20 hours or greater of volunteer time for the **Field of Honor®** between the November 7, 2020 and November 15, 2020 will receive an additional one dollar per flag on the payout rate as specified in paragraph II. Volunteer time will be coordinated with the Rotary FOH Volunteer Chair prior to November 2, 2020. Details of the signup process will be provided to the AFRG prior to September 1, 2020.
 - X. All flags will be set up by volunteers beginning on November 6, 2020 and will remain on display through November 15, 2020. The AFRG will encourage purchasers to pick up their flags by at the Activity Field in San Gabriel Park on Sunday, November 15, 2020 between 9:00 AM and 5:00 PM. *Flags not picked up become the property of the Rotary Club of Georgetown. Flags and poles can be brought back the following year (if they are in excellent condition) to be re-posted for a \$20 donation.*
 - XI. All flag order funds must be submitted along with orders and reports monthly, at minimum, and no later than November 5, 2020 by the end of business day (5:00 p.m.) to be credited.
 - XII. The AFRG will follow the Instructions for Processing AFRG Flag Orders as follows:

Instructions for Processing AFRG Flag Orders

1. AFRG volunteers may distribute Field of Honor® brochures to prospective flag purchasers, explaining the event and how to purchase a flag. Questions can be referred to the Field of Honor (Host) Vice-Chair, Mike Sweeney MikeSweeneyFOH@gmail.com
2. Paper orders must be reviewed by the AFRG (or his/her designee) for legibility and complete information. Orders cannot be submitted that have incomplete information.
3. Flag purchasers paying by check should make checks payable to the Rotary Club of Georgetown.

4. **On the 1st of each month** the AFRG (or his/her designee) will:

- a) Separate paper orders in two sections based on payment type: Cash/Checks, and Credit Card transactions;
- b) Transcribe all paper order information for that order period onto Order Summary Sheets (provided by the Host) by payment type (one form for cash and checks and another for credit card transactions), and make copies for their records.
- c) If a purchaser pays in cash, the AFRG will provide a check from their organization with the purchaser's name in the memo line and submit it with other checks for that period's sales.
- d) Paper orders with credit card information will be processed upon receipt by the Host.
- e) Make copies for the AFRG records and place the following in an envelope:
 - a. Completed and signed Order Summary Sheets (both cash/check and credit card sheets),
 - b. The original order forms, separated by cash/check and credit card
 - c. Checks from purchasers attached to corresponding order form,
 - d. A check from the AFRG for any cash transactions with name(s) noted,
 - e. Complete credit card information on order forms paid by card.

Mail to: Rotary Club of Georgetown, TX
c/o Carol Hardy
P.O. Box 921
Georgetown, TX 78627-0921

Signatures

The Host and AFRG agree to the terms and procedures outlined in this agreement.

Affiliate Fund Raising Group Name (AFRG): _____

Authorized Signature: _____ Date: _____

Printed name: _____ Phone _____

Title/Position: _____

Mailing address: _____

City, State, Zip _____

E-mail: _____

Person in AFRG Responsible for Processing Flag Orders:

Printed Name _____

Phone number _____ **Email:** _____

Person in AFRG Responsible for Coordinating AFRG Volunteers:

Printed Name _____

Phone number _____ **Email:** _____

Rotary Club of Georgetown, TX Foundation Field of Honor® Committee (Host)

Signature: _____ **Date:** _____

Printed name: _____ **Phone:** _____

Rotary Title: _____