



November 4-11, 2023 • Murrieta Town Square Park Presented
by

the Rotary Club of Murrieta in partnership with the City of Murrieta
Affiliate Agreement for Flag Pre-Sales

This agreement is between the Murrieta Rotary Foundation Field of Honor Committee (Host) and _____, a non-profit Affiliate Fundraising Group (AFRG). (School and Club Name)

The above mentioned AFRG has the permission of the Host to pre-sell flags for the 2023 Murrieta Field of Honor scheduled for Murrieta, California, from November 4 to November 11, 2023, at Murrieta Town Square Park.

Terms

The AFRG will pre-sell flags for \$35.00. The Host will donate \$10.00 per flag sold by the AFRG to the AFRG upon completion of the event and reconciliation of funds.¹

At no additional cost, the Host will provide the AFRG with the following support materials to assist in pre-sale efforts:

- An electronic, printer-ready version of the customized Flag Sale Flyer and Sales Receipt so the AFRG can print additional copies as needed
- Flag Sale Log Sheets (to track total sales credited to the AFRG)

Flags will be set up by Host volunteers beginning on November 4, and will remain on display through November 12. **After the event, flags may be picked up at Town Square Park on Saturday November 11 from 9:00am to 5:00pm OR Sunday, November 12, between 9:00 am and 12:00 pm.**

1. AFRG volunteers may distribute Flag Sale Flyers to prospective purchasers, explaining the Field of Honor Event and the flag purchase. Additional questions can be referred to the Field of Honor Committee AFRG Coordinator, LouEllen Ficke, 951-415-2250.
2. AFRG volunteers will fill out a Flag Sale Receipt for each flag purchase. One copy of the receipt is given to the purchaser, and one copy is forwarded to the Host, along with payment.

¹ The \$10.00 per-flag donation to the AFRG will be paid only for flag sales and not for any supplemental donations.

3. Payment must be made at the time of flag purchase. Cash or checks are acceptable. All checks should be made out to **“Murrieta Rotary Foundation.”**
4. An AFRG representative will enter the information from each receipt on a Flag Sale Log Sheet. A copy of each receipt, along with the payment, will be attached to the Log Sheet.
5. The AFRG will mail log sheet(s), payments, and copies of sales receipts approximately every two weeks to:

Murrieta Rotary Club
 Field of Honor Committee
 25060 Hancock Ave.#103-365
 Murrieta, CA 92562-5959

Please note: This address is for delivery via the US Postal Service only. No walk-in drop-offs are available at this location. To make other arrangements for delivering receipts and payments, the AFRG should contact the Field of Honor AFRG Coordinator, LouEllen Ficke, 951- 415-2250.

6. All flag pre-sales must be received by the Host by 5:00 pm, **November 3rd, 2023**. This will allow time to have all flags tagged and placed BEFORE opening the field.

Signatures

The Host and AFRG agree to the terms outlined in this agreement. The AFRG further certifies that it is an authorized non-profit organization as defined by the Internal Revenue Service. The AFRG will provide proof of non-profit status to the Host.

For _____, the Affiliate Fundraising Group (AFRG):

Non-Profit Tax ID Number: _____

Signature: _____ Date: _____

Printed name: _____ Phone: _____

Mailing address: _____

E-mail: _____

For the Murrieta Rotary Foundation Field of Honor Committee (Host):

Signature: _____ Date: _____

Printed name: _____ Phone: _____

Please scan signed agreement to louellenficke@gmail.com. Thank you.