# 2022 Connecticut Foodshare Walk Against Hunger Partner Agency Agreement

The **Connecticut Foodshare Walk Against Hunger** is the largest anti-hunger event of its kind in Connecticut. Connecticut Foodshare organizes the event as a cooperative effort with local partners to raise funds and awareness. This year the Walk will take place in-person on Saturday, May 21 at Dunkin’ Donuts Park, home of the Hartford Yard Goats. An online fundraising platform will be available on [www.ctfoodsharewalk.org](http://www.ctfoodsharewalk.org) for those not comfortable attending in-person.

I. Definitions

**Benefiting Agency** – A Connecticut Foodshare partner agency that agrees to participate and fundraise in the Walk and meets all contractual obligations.

**Walker** – An individual who supports the Walk by raising funds.  Guidelines for Walkers are outlined below.

**Team** – A group of people who choose to walk together. Members of the same team may walk to support different benefiting agencies.

**Team Captain** – The person who acts as a leader and recruiter for a Team and who serves as the contact person for that Team to Connecticut Foodshare.

II. **Walker Guidelines and Designations**

1. Each walker **must** register online at www.ctfoodsharewalk.org.
   * **We are encouraging people to pre-register for this event.**
2. Walkers under age 18 must pre-register online or the day of the Walk with a parent’s or caregiver’s authorizing signature.
3. The walker has the right to designate a benefiting agency of their choice. Walkers indicate their choice when they register online.
4. Walkers may only designate **one** agency upon registration. Should the walker check more than one agency, the default will be Connecticut Foodshare.
5. If you are donating with a check to a team or to a walker, please make checks payable to “Connecticut Foodshare” or “Walk Against Hunger.”
   * **As a safety precaution, we prefer online donations over checks OR cash.**

III. Agency Participation and Financial Information

1. **Agency Eligibility**:
   * To participate in the Walk Against Hunger, an organization must be a Connecticut Foodshare partner agency and in good standing.
   * A partner agency must agree to support and follow the guidelines, deadlines, and operating rules of the event, as outlined by Connecticut Foodshare.

**IV. Connecticut Foodshare Commitment to Benefiting Agencies**

**Promotion:**

1. Connecticut Foodshare will list Benefiting Agencies in the following promotional materials:

* Website
* Social media channels, as applicable

1. Connecticut Foodshare will provide digital Walk materials and information to help you enlist support, register walkers, and obtain donations on behalf of your agency.

**Information:**

1. *If requested*, Connecticut Foodshare will provide your primary contact with a report providing the names and available contact information of walkers registered and designating your agency. **Connecticut Foodshare cannot release donor information.**
   1. *These reports will only be sent* ***once*** *per week and must be requested in writing no later than Friday, May 6, 2022.*
2. For returning agencies, *if requested,* Connecticut Foodshare will provide the primary contact with a summary report from the previous year.

**Funding:**

Connecticut Foodshare will allocate to your agency a portion of the funds raised by walkers who select your organization on their registration form. The amount received is calculated as follows**:**

|  |  |
| --- | --- |
| **Raise** | **Receive** |
| $1 - $9,999 | 60 % |
| $10,000 – $19,999 | 70 % |
| $20,000 and over | 80 % |

**Funding Timeline:**

* On approximately Friday, June 3, 2022, the *preliminary* total dollars designated to your agency will be emailed to the agency’s primary contact.
* Agencies have until close of business on Friday, June 10, 2022, to raise additional dollars. Only money received at Connecticut Foodshare by this date will be counted in agency allocation percentages. **Any bonuses earned will be included in the final payment of proceeds by check from Connecticut Foodshare to the benefiting agency and will not count toward the agency’s allocation percentages**. Connecticut Foodshare is unable to make exceptions for funds received after the date specified above.
* Distributions to benefiting agencies are expected to be paid in July 2022.

**Bonuses for Benefiting Agencies:**  (That meet contractual requirements.)

* Most money designated to an agency: *$500 Bonus*
* Largest % increase in total raised over 2021: *$500 Bonus*

Bonuses will be calculated using the June 10, 2022 Walk fundraising results received by close of business. **Any bonuses earned will be included in the final payment of proceeds by check from Connecticut Foodshare to the benefiting agency and will not count toward the agency’s allocation percentages**.

VI. Your Commitment to the Connecticut Foodshare Walk Against Hunger

**Our agency agrees to the following terms and conditions: *(Please Initial)***

* + - 1. [\_\_\_] We will complete, sign and return the Application and Contract (pages 4 and 5 of this document). All applications and contracts need to be received by **Monday, February 21, 2022**. Please scan a copy and email it to [walk@ctfoodshare.org](mailto:walk@ctfoodshare.org), or mail **ATTN: Dyani Williams or Nina Peck** at 2 Research Parkway, Wallingford, CT 06492. We realize that submitting these papers is **not** a guarantee of inclusion.
         * We understand that if we do not meet this deadline, we may be ineligible to participate as a Benefiting Agency.
      2. [\_\_\_] We agree to support the information sharing, promotion, and coordination of this event by:
* Responding promptly to emails and phone calls from Connecticut Foodshare about Walk logistics.
* Communicating to Connecticut Foodshare about any changes in contacts.
* Cooperating with Connecticut Foodshare to receive our funds and any other applicable benefits in a timely, efficient, and fair manner and adhere to the deadlines.

| 2022 Connecticut Foodshare Walk Against Hunger / Saturday, May 21, 2022*Agency Application & Agreement* | | | | |
| --- | --- | --- | --- | --- |
| Agency Information: | | | | |
| Full Legal Name of Agency:  *(Checks will be issued or distributions made to the organization’s name written here)* | | | Agency ID #: | |
| Name of Agency:  *(As it should be printed in Walk press & printed materials if different from above.)* | | | | |
| Current address: | | | | |
| City: | State: | | | ZIP Code: |
| Phone: | | Website: | | |
| **2021 Walk Fundraising Total *(if participated)*:** | | **2022 Walk Fundraising Goal:** | | |
| Primary Walk Against Hunger Contact: | | | | |
| Primary Contact:  (Will receive all *Walk Against Hunger* materials, information and updates.) | | Phone: | | |
| Email: | | |
| Fax: | | |
| Address: | | | | |
| City: | State: | | | ZIP Code: |
| Secondary Walk Against Hunger Contact: | | | | |
| Secondary Contact: | | Phone: | | |
| Email: | | |
| Fax: | | |
| Address: | | | | |
| City: | State: | | | ZIP Code: |
| Signatures of Authorized Officials: | | | | |
| ***Signatures below indicate review and acceptance of all preceding pages of this contract.*** | | | | |
| X | | | | Date: |
| ***Agency****: Executive Director/Senior Clergy (or other Chief Executive Officer)* | | | |
| X | | | | Date: |
| ***Connecticut Foodshare:*** *Jason Jakubowski, President & CEO* | | | |