

# **2021 Connecticut Food Bank / Foodshare Walk Against Hunger**

## **Partner Agency Agreement**

The **Connecticut Food Bank / Foodshare Walk Against Hunger** is the largest anti-hunger event of its kind in Connecticut. Connecticut Food Bank / 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, September 18 at Dunkin' Donuts Park, home of the Hartford Yard Goats. We will also have a virtual peer-to-peer fundraising experience for those who are not comfortable attending in-person.

### **I. Definitions**

**Benefiting Agency** – A Connecticut Food Bank / Foodshare partner who agrees to take part 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 Foodshare.

### **II. Walker Guidelines and Designations**

1. Each walker **must** register online at [www.foodsharewalk.org](http://www.foodsharewalk.org) or complete his/her own separate check-in form on or before deadline. Only official check-in forms may be used.
2. Walkers under age 18 must have a parent or guardian's signature on the check-in form.
3. The walker has the right to designate the benefiting agency of his/her choice. Walkers indicate their choice on the electronic or paper check-in form. It is **NOT** acceptable to pre-check the walker forms, as this takes away the individual's free choice.
4. Walkers may designate only one agency on each check-in form. Should the walker check more than one agency, only the first one checked will be counted.
5. If online and paper forms are both completed, information entered online will be used as the default.
6. Monies raised must be turned into Foodshare or Connecticut Food Bank either with a check-in form or through the food bank website. Checks are made payable to "Connecticut Food Bank / Foodshare" or "Walk Against Hunger."

### III. Agency Participation and Financial Information

1. **Agency Eligibility:**

- To participate in the Walk Against Hunger, an organization must be a Connecticut Food Bank / Foodshare 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 Food Bank / Foodshare.

2. **Use of Funds:** The funds received through the Walk Against Hunger must be used for purposes related to the anti-hunger work at the designated organization.

### IV. Connecticut Food Bank / Foodshare Commitment to Benefiting Agencies

**Promotion:**

1. **Connecticut Food Bank / Foodshare will list Benefiting Agencies in the following promotional materials:**

- Website
- Social media channels, as available

2. **Connecticut Food Bank / Foodshare will provide digital Walk materials and information to help you enlist support, sign up walkers, and obtain donations on behalf of your agency:**

**Information:**

1. *If requested*, Connecticut Food Bank / Foodshare will provide your primary contact with a report providing the names and available contact information of walkers signed up and designating your agency. **Connecticut Food Bank / Foodshare cannot release donor information.**
2. For returning agencies, *if requested*, Connecticut Food Bank / Foodshare will provide the primary contact with a report from the previous year.

**Funding:**

Connecticut Food Bank / 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
Less than \$1,000	50% of amount raised in food credit to your Connecticut Food Bank / Foodshare account
\$1,000 - \$9,999	50 %
\$10,000 – \$19,999	70 %
\$20,000 and over	80 %

**Funding Timeline:**

- On approximately Friday, October 1, 2021, the total dollars designated to your agency will be emailed to the agency's primary contact.
- Agencies have until Friday, October 8, 2021, by 12 pm, to raise additional dollars. Only money received at Connecticut Food Bank / Foodshare by this date/time will be counted in agency allocation percentages **(Bonuses are separate benefits paid into the agency's Connecticut Food Bank / Foodshare account and they do not count towards your allocation percentages)**. Connecticut Food Bank / Foodshare is unable to make exceptions for funds received after the date and time specified above.
- Distributions to benefitting agencies are expected to be paid in November 2021.

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

- Most money designated to an agency: *\$500 Bonus*
- Largest % increase in total raised over 2020: *\$500 Bonus*

Bonuses will be calculated using the October 8, 2021 number received by 12 pm **(Bonuses are separate benefits paid into the agency's Connecticut Food Bank / Foodshare account and they do not count towards your allocation percentages)**.

## VI. Your Commitment to the Connecticut Food Bank / 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 **June 4, 2021**. Please scan a copy to [dwilliams@foodshare.org](mailto:dwilliams@foodshare.org), or mail **ATTN: Dyani Williams** at 450 Woodland Avenue, Bloomfield, CT 06002. 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 follow event guidelines and will make every effort to communicate event guidelines to our team captains, including that we:
  - **Will not** pre-check walker forms to indicate any agency name as the beneficiary agency.
  - **Will not** collect the walker forms in advance and hand them in together at registration. We understand that each walker must submit their own form.
  - **Use best efforts to abide by social distancing rules in force in the State of Connecticut as teams walk together, or individually, in support of individuals facing hunger.**
  
3.  We agree to support the information sharing, promotion, and coordination of this event by:
  - Responding promptly to emails and phone calls from Connecticut Food Bank / Foodshare about Walk logistics.
  - Communicating to Connecticut Food Bank / Foodshare about any changes in contacts.
  - Cooperating with Connecticut Food Bank / Foodshare to receive our funds and any other applicable benefits in a timely, efficient, and fair manner and adhere to the deadlines.

**2021 Connecticut Food Bank / Foodshare Walk Against Hunger / Saturday, September 18, 2021**

**Agency Application & Agreement**

**Agency Information:**

Full Legal Name of Agency: <i>(Checks will be issued or distributions made to the organization's name written here)</i>	Account #:
--	------------

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:
--------	----------

<b>2020 Fundraising Total</b> <i>(if participated):</i>	<b>2021 Fundraising Goal:</b>
---	-------------------------------

**Primary Walk Against Hunger Contact:**

Primary Contact:  <i>(Will receive all Walk Against Hunger materials, information and updates.)</i>	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:
<b>Agency:</b> <i>Executive Director/Senior Clergy (or other Chief Executive Officer)</i>	
X	Date:
<b>CT Food Bank / Foodshare:</b> <i>Jason Jakubowski, President &amp; CEO</i>	