FUNDRAISER PARTNERSHIP AGREEMENT

PictureThis Creative Workshop (PTCW) | Applicable to fundraising kits, workshops, and creative events

This agreement outlines the shared responsibilities of PictureThis Creative Workshop (PTCW) and the participating organization (the “Organization”). Our goal is to make fundraising opportunities successful, practical, and sustainable for both parties.

1. Fundraiser details & approval

Each fundraiser will have its own written details, which may include the activity (such as canvas painting, board painting, or wine glass painting), available products or experiences, prices, fundraising proceeds or revenue split, dates, order deadlines, turnaround times, delivery or pickup options, and any minimum participation requirements. Those details must be agreed to by both parties before promotion begins. This agreement does not establish a fixed donation percentage, event format, or shipping option for every fundraiser.

2. Promotion is a shared responsibility

PTCW may promote the fundraiser through its own social media, website, and other appropriate channels. **The Organization is responsible for actively and consistently promoting its own fundraiser** to its supporters and community, including timely reminders and encouraging staff, volunteers, board members, or other representatives to share. A single announcement is not generally sufficient. PTCW cannot guarantee a minimum number of sales, registrations, donations, or proceeds.

3. Production & event responsibilities

PTCW will provide the agreed creative products, supplies, preparation, instruction, or workshop services described in the fundraiser details. The Organization will provide any agreed venue access, local contacts, promotion, participant communications, volunteer help, and other organization-side support. Neither party should assume an unlisted service is included. Changes to the approved fundraiser should be confirmed by both parties in writing.

4. Shipping, pickup & distribution (when applicable)

If shipping is offered for a fundraiser, PTCW will arrange shipment of eligible orders according to the agreed shipping rates and terms. Shipping fees, if any, must be communicated to customers. **If local pickup is offered in PTCW’s area,** PTCW will coordinate the designated local pickup arrangements. **For Organizations located outside PTCW’s local area,** the Organization must designate a representative to coordinate collection and distribution of pickup orders to its own supporters. This may include arranging one consolidated collection, a local distribution site, or volunteer delivery. PTCW is not responsible for traveling outside its area to meet individual purchasers or delivering orders to the Organization’s supporters unless expressly agreed in advance.

5. Costs, payments & sustainability

PTCW contributes significant time and resources to planning and preparing fundraising offerings. Some fundraisers are offered with little or no profit to PTCW. For this reason, PTCW cannot automatically absorb shipping fees, extended travel, individual deliveries, or other unapproved costs. The agreed fundraiser details will determine the actual prices, expenses, payment timing, and amounts payable to the Organization. Any extra services or costs require prior written agreement.

6. Coordination & communication

The Organization will appoint a primary contact who can respond to questions, distribute promotional information, coordinate local logistics, and communicate with its supporters. Both parties agree to communicate promptly about important changes, deadlines, fulfillment questions, or concerns. If the Organization cannot fulfill its agreed responsibilities, it will inform PTCW as early as possible so next steps can be discussed.

7. A partnership, not a one-sided service

The parties acknowledge that a successful fundraiser requires participation from both sides. PTCW handles the creative offering and the specifically agreed services; the Organization takes an active role in promotion and, when applicable, distribution in its own community. Signing confirms an understanding of these responsibilities, without guaranteeing any particular fundraising outcome.

AGREEMENT & SIGNATURES

By signing, the Organization acknowledges the responsibilities above. Fundraiser-specific terms will be confirmed separately before launch.

Organization name: _____

Authorized representative: _____

Title / role: _____

Email / phone: _____

Signature: _____

Date: _____

PTCW representative (optional countersignature): _____ Date: _____