

Silicon Sage Homes ICC Sevathon 2018:

Partner Terms and Procedures

(the term Organization and Partner are used interchangeably)

- Partner to provide the following information
 - accept these terms and procedures
 - 501(c) form
 - W9 form
 - Organization name
 - Organization address
 - Hi-quality vector format (black & white) logo (for banners).
 - 200x200 square stamp JPEG format (for website placement). Without this, website will only have a text link.
 - Recommended to provide a promotional video no longer than 10 seconds
 - email address (all partner related info will be sent by email)
 - two volunteer emails (could include the org email address)
 - mobile telephone numbers
 - choose payment method:
 - email id for PayPal, if applicable
 - crossed check or bank details for online transfer
 - address for check mailing
- Partner is encouraged to provide a Statement of Purpose (SOP) in enrolling as a Sevathon Partner
 - What is the expectation by partnering in Sevathon
- Partnership fee
 - If auto enrolled from 2017, no fee needed (some charities whose Sevathon earnings in 2017 were less than \$250 will owe the balance)
 - \$250 otherwise
 - ****For new Sevathon Partners only****: If the amount of \$250 is a barrier, Partners can register without this fee. This fee will be deducted from their Sevathon 2018 earnings.
- Revenue
 - 50% of fee of registrants choosing Partner
 - common pool equally split between Partners
 - Sponsorship - 80% (to Partner bringing in sponsor) - 10% (to ICC for organizing expenses) - 10% (shared by all NPOs calculated on a per registrant basis. The minimum amount for eligibility is \$100)
 - 100% of all pledges/donations go to the Partner (less platform processing fee, if any)
 - online platform support for pledge page for Partner and

- individuals supporting Partner will be provided by Sevathon
- Will be auto enrolled for the following year. If this is not desired, please indicate
- Payment process (after Sevathon)
 - within 6 weeks after Sevathon, accounting (number of runners registered for the cause, amount earned from registration, common pool, sponsorships) information will be tallied and communicated to Partners
 - payment made via one of the options chosen during registration (PayPal, ACH transfer or check)
- Event day logistics:
 - Booth sizes
 - Sponsors and 100+ registrants get a full booth (10' x 10')
 - 20 or more registrants get a half booth
 - less than 20 registrants get their material displayed in a media rack
 - A Partner may purchase 1/2 a booth at a cost of \$250
 - A Partner may purchase a full booth at a cost of \$500
 - A Partner qualifying for 1/2 a booth can upgrade to a full booth at a cost of \$250
 - Number of volunteers referred (recommend 5 volunteers, per Partner)
- Awards
 - The following are potential incentives, including cash options. Details will be announced later.
 - Milestones (based on number of registrants and time (the earlier, the more the award))
 - TiEcon booth
 - Spirit
 - factors: milestones, volunteers, participation in meetings, sponsorships