



2015 Chicago Team Fundraising Agreement

All AVON 39 Teams have the opportunity to activate a shared Team Fundraising Account online.

Designed to help team members more easily meet and exceed their fundraising commitment, a team's online Team Fundraising account provides donors with the option to make a single donation to the team, which will be split evenly among all team members. Here are the important things for you to know:

Eligibility

- All AVON 39 Teams are eligible to activate a Team Fundraising Account. Only Walkers can receive team funds. Because Crew Members do not have a fundraising commitment, we do not allocate team funds to their individual accounts.
- You're *not required* to set up a Team Fundraising Account – it's only an option. Team Fundraising may not be the best way for your team to fundraise.
- The final day to activate a team or add/remove team members for Team Fundraising purposes is **Wednesday, April 29, 2015.**

Setting Up Your Team Fundraising Account

- To set up a Team Fundraising account, a team captain must contact the Teams Coordinator.
- We'll have the Team Captain review all of the information in this document with the Teams Coordinator. Once the Team Captain has confirmed that he/she understands all of the details and promises to abide by the rules in the Team Fundraising Agreement, the account will be activated.
- Once activated, a button will appear on the team's AVON 39 webpage. Donors will be able to click this button to make an online donation that will be shared evenly among all team members.
- Team members will also retain their individual fundraising account and fundraising webpage, and donors will continue to have the opportunity to donate to a specific team member, as well as the team.

Team Fundraising Account Rules

- Team Fundraising accounts will only be activated at the request of the team captain. Upon receiving approval, the Chicago AVON 39 Teams Coordinator will activate the team fundraising button via the team page on the AVON 39 Website, which will allow donors to directly donate online to the Team Fundraising account. (**IMPORTANT NOTE:** All donations received in the Team Fundraising account will be **split evenly** among all team members prior to the Chicago AVON 39 event. We are unable to facilitate individual adjustments to fundraising accounts. There will be **no exceptions** to this policy.)
- Chicago Team Fundraising accounts will be active until **Monday, May 11, 2015 at 12:00pm CT** in order to allow sufficient time to allocate funds into each team member's account and insure that they are eligible for Early Check-In.
- The total funds raised in any Team Fundraising account will be equally divided among each team member (walkers only). Crew members on the team will not receive funds. For example, if a team has \$400 in its Team Fundraising account, and there are 4 Walkers and 1 Crew member on the team, an

even split of this donation would result in all 4 Walkers receiving \$100. *Please Note: An even split of the total dollars in any Team Fundraising account may result in some Team Members being over their \$1800 minimum fundraising amount, while others may be under the minimum.*

- Team Members who are above their \$1800 fundraising commitment may not transfer funds in their individual fundraising account to other members who are below their commitment.
- Once the team funds have been allocated, each team member's honor roll will contain one "donation" from the Team Fundraising account by **Thursday, May 14**, that reflects the total donation each team member amount has received from the joint account. For example, if "Team Jane" receives 20 donations to their Team Fundraising account totaling \$2,000 and there are 10 Walkers on the team, once the \$2,000 has been split and allocated, each team member will see a donation on their individual online honor roll that will say "Team Jane, \$200."
- *Important Note!* **The Team Fundraising account applies to online donations only.** If your team is planning to collect large check donations to be split among your teammates, please send one check, accompanied with **one donation coupon from each team member**, to the US bank account mailing address (printed on the each donation coupon form). Be sure to fully complete each donation coupon with the donor's name, and the donation amount to be allocated to each team member.
- Donors that contribute to the Team Fundraising account may be thanked through the Team Captain's Participant Center ('Progress' section). Additionally, once the allocation of funds occurs, all Team Fundraising account donor names that were listed in the team captain's personal page will be cleared. *It is critical that the team captain thank team donors before the allocation occurs on **Monday, May 11, 2015.***
- It is the responsibility of the team captain and team members to inform potential donors that a donation made to the 'team' will be split evenly among all team members. (Text will also appear online). If the donor does not wish to have their donation split in this manner, the donor may choose to donate to an individual team member.