

CIVITAN INTERNATIONAL ▲ 2014-15 Coin Box Agreement

Complete this form
and submit the
original to Civitan
International
Coin Box Project.

This confirms an agreement between Civitan International and

Club Name	District #	Charter #
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1. Civitan International operates a money-raising project for charity, called "the Coin Box Project." It has obtained approval for the use of the registered name and emblem of Civitan, has developed and promoted the project, and has otherwise contributed to making the project available to Civitan clubs for fund-raising purposes.
2. The club wishes to participate in the Coin Box Project. If the club operates coin boxes outside its own community, Civitan International Policies will apply for resolution of any disputes that may arise.
3. Civitan International will provide to the club an initial supply of collection boxes and display cards and reserves the right to charge the club a shipping and handling charge to help offset the rising costs of postage and materials. Civitan International will provide additional boxes and cards when the club demonstrates its commitment to the program by sending a portion of its income from the boxes as specified below.
4. The proceeds from operation of the project by the club shall be disbursed as follows: 50 percent may be retained by the club for its charitable and service projects; 50 percent shall be remitted to: Civitan International, Coin Box Manager, P. O. Box 130057, Birmingham, Alabama 35213. Remittance by the club shall be made monthly (when the amount to be remitted is \$25 or more). Failure to provide regular and timely remittances may result in termination of this agreement and the assumption by the club of any and all charges associated with the club's participation in the program. All proceeds sent to Civitan International will be credited to the club's Civitans at the Heim total. **Coin Box and Candy Box amounts must be clearly and accurately reported separately when submitted.**
5. The Coin Box Project is not intended to replace the Civitan Candy Box Project. Money collected from coin boxes shall be accounted for separately from Candy Box revenues. The club agrees that coin boxes will not be substituted at current Candy Box locations unless requested by the businesses in which they are located.
6. In the event of termination of the club's participation in the project for any reason, Civitan International and the club's District Governor shall be notified in order to transfer locations and supplies to other clubs or to Civitan International.
7. The club agrees that it will display and distribute only standardized boxes provided by Civitan International. The club hereby acknowledges the standard collection box and the phrase, "Your Change Changes Things," are the duly registered properties of Civitan International and that any use other than that authorized by Civitan International is strictly prohibited. The club agrees to use and display in the coin boxes only those approved cards provided by Civitan International. The club acknowledges that the wording and/or lay-out of such cards may not be changed without the expressed prior consent of Civitan International. The club also agrees to abide by applicable policies and procedures established by the Civitan International Board of Directors.
8. The club agrees that its share of funds obtained from the project shall be used only for activities dealing with or relating to assisting persons with mental or physical disabilities. The club further agrees to maintain the usual and customary standardized financial records, so as to account for the use of the funds for the stated purpose of the project, and to handle the funds in accordance with all government regulations regarding use of charitable funds.
9. This agreement shall be for a term of one year commencing on the first day of the Civitan International fiscal year and ending on the last day of the Civitan fiscal year (Initial Term). The agreement shall automatically renew for successive one-year terms (Renewal Term) unless one party notifies the other party of its intent not to renew within sixty (60) days prior to the end of the Initial Term or any Renewal Term. The agreement may be terminated immediately by Civitan International should, if at the sole discretion of Civitan International, the club shall fail to comply with any of the provisions of the agreement.

Coin Box Chair

Name _____ Day phone (____) _____
 Street address _____ Home phone (____) _____
 City _____ State _____ Zip _____ E-mail _____

Club Officer

Signed by _____ (Club President) Date _____
Club President Signature

Signed by _____ (Account Manager) Date _____
Club Treasurer or Account Manager Signature
 (Individual submitting remittance to Civitan International.)



Civitan International, Coin Box Project, P. O. Box 130057, Birmingham, Alabama 35213