



Kittitas Stewardship Fund - 1% for Public Lands

110 East First St
Cle Elum, WA, 98922

www.kittitasstewardshipfund.org | info@kittitasstewardshipfund.org

1% for Public Lands

Date: _____

Business Name: _____ Owner's Name: _____

Mailing Address: _____ Physical Address: _____

Phone Number: _____ Cell Phone: _____ Fax: _____

Email Address: _____ Website: _____

SET-UP: Payment Schedule:

- Monthly
- Quarterly
- Bi-annually
- Other. Please explain _____

I currently use:

- Cash Register
 - Computer
 - Other. Please explain _____
- Point of Sale System: _____

My accounting program is: _____

My accountant's name and contact information is (please indicate if you do your own books):

For my required two signs, I request (please indicate number needed):

_____ 4 x 9 (Brochure or rack card style) _____ 8.5 x 11 (Large sheet of paper style) _____ 4 x 5 (Postcard style)

Please tell us why you feel it is important to sign your business up with 1% for Public Lands. Please note: by responding, you grant the KSF 1% Program permission to use your quote in materials promoting both the program and your business.

TERMS;

Business Responsibilities:

1. Through my signature on this Agreement, I am agreeing to have my business participate in the KSF 1% for Public Lands program (the "Program") within Kittitas County. Effective as of _____, my business and I will be responsible for adding 1% to the total pre-sales-tax transaction charges of each and every customer/client of my business, unless a customer/client states his/her/their choice to "opt out" of the contribution.

2. I agree to openly advertise my business's participation in the Program so that customers/clients are informed that they can opt out. I will post a sign provided by KSF in at least two locations that are easily viewable by customers/clients. I may request more signs at any time.

- Window
- Door
- Cash Register
- Menu
- Other. Please explain: _____

3. I understand and agree that I am acting on behalf of KSF in collecting the voluntary contributions and that I have a legal obligation to remit to KSF, on time and in full, all collected funds as set forth in this Agreement.

4. I agree to remit funds no later than 30 days after the end of either each calendar month or each calendar quarter, as I have elected above.

5. I grant KSF permission to use the quote provided above on their website, outreach materials, and other forms of media to promote the Program and my business' participation.

6. I agree to submit to an accounting review of relevant documents and records of my business, if requested by KSF, to establish that my business's remittals of collected funds are accurate and complete. Any such accounting review must be performed during regular business hours and with as little disruption to my business as feasible.

7. I understand and agree that if my business fails to remit funds in full and on time for six months or more, my business will be removed from all flyers, advertisements, brochures and online information listing businesses that participate in the Program until such time that my business resumes timely, full payments.

8. I agree to give timely notice to KSF if I sell or close my business or if I no longer wish to participate in the Program. Along with the notice, I agree to provide an accounting of all funds collected up to the point in time when ownership has changed or the business has closed, and I will ensure that the collected funds are remitted to KSF promptly thereafter.

1% *for* Public Lands

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KSF's Responsibilities:

In consideration for this business' participation in the Program, the Kittitas Stewardship Fund makes the following commitments to the business:

1. Inclusion of the business (a) on the KSF website and any other online sites promoting the Program if other participating businesses are named; (b) in any annual or periodic reports about the Program made available to the public; (c) and in Chamber of Commerce communications that highlight the Program and include any participating businesses.
2. Preparation and delivery to the business of an annual report (a) summarizing the total donations attributable to the business, and (b) describing the projects supported by the Program.
3. Preparation and delivery to the business of promotional materials that explain the Program, such as posters, flyers, and stickers.
4. Assistance with the set-up of the point-of-sale system in the business so that the business can charge, record and account for the donations to the Program.
5. Provision of training to the employees of the business so that they can describe and promote the Program to customers and/or clients.

Each of the signatories of this Agreement represents to the other that he/she/they are authorized to execute this Agreement and legally bind the party on whose behalf they are signing.

Business:

By: _____

Title: _____

Kittitas Stewardship Fund:

By: _____

Title: _____