

# Playing It Forward for Wishes

## Playing It Forward for Wishes – Membership Etiquette

Please review the Agent of Change etiquette document made on January 1st, 2016 between Playing It Forward for Wishes Executive and yourself.

The PIFFW is a group of community volunteers who have signed an Adopt-A-Wish® agreement with Make-A-Wish® Eastern Ontario.

**The Agent of Change Member must inform PIFFW of any events or initiatives within a minimum 48 hours prior to its execution. Agent of Change Members may not approach media without PIFFW’s consent.**

### Agent of Change Partnership Duration

The agreement will be for one-year only which will be revised 1<sup>st</sup> of each New Year if the Agent of Change decides to stay active with the Playing It Forward for Wishes campaign.

This agreement is subject to Termination Section below.

### PIFFW will provide the following support:

- Social Media mention on PIFFW channels
- Post-event highlights social media coverage
- Year-end recognition (based on PIFFW recognition grid)
- Agent of Change Member personal or business profile on PIFFW website
- Agent of Change Members will receive throughout the calendar year updates on wishes adopted by PIFFW which can be share with their contacts.
- Agent of Change qualifies to create their own personal “On-Line” pledging page to raise funds on-line and upload funds Off-Line to reach their “Thermometer” goal set each year. Link below to view.
- <https://cause2give.unxvision.com/P2PWeb/Default.aspx?EventId=1041&LanguageId=1>
- Qualification as an Agent of Change at PIFFW campaign fruition 2024 for “Leaving a Legacy”

### Suggestions for how you can promote your partnership with PIFFW, which shows your commitment to Corporate Social Responsibility

- Use of PIFFW logo accompanied by the words below.
- ***Proud Agent Of Change for Playing It Forward For Wishes campaign benefiting Make-A-Wish® Eastern Ontario Adopt-A-Wish® program***
- PIFFW must see every piece which mentions Make-A-Wish Eastern Ontario. These can be submitted via email to: [info@playingitforwardforwishes.com](mailto:info@playingitforwardforwishes.com) and approval will be given via email
- Share social media posts promoting PIFFW events and initiatives through your own channels
- Share PIFFW “Inspirational Boost” with your own distribution list
- Add PIFFW logo accompanied by the words ***Proud Agent Of Change for Playing It Forward For Wishes campaign benefiting Make-A-Wish® Eastern Ontario Adopt-A-Wish® program*** to your own website, linking to PIFFW website.

## **Solicitation**

In order to avoid inadvertently jeopardizing existing relationships between Make-A-Wish® Eastern Ontario and its sponsors, please send your soliciting intentions to [Mike.Wlotzki@makeawish.ca](mailto:Mike.Wlotzki@makeawish.ca) to receive approval before soliciting organizations, businesses or sports teams for cash or in-kind donations relating to your event. Approval must be given by Make-A-Wish Eastern Ontario prior to approaching any company or community partner, including all sport teams. Mike Wlotzki is the Make-A-Wish Eastern Ontario staff member assigned to PIFFW's Adopt-A-Wish agreement with Make-A-Wish® Eastern Ontario.

## **Payment**

All Agent of Change Members that are involved with a yearly campaign for PIFFW are expected to submit funds on a quarterly basis (end of March, end of June, end of September, and end of December). Agent of Change Members that do a one-time Agent of Change event will submit funds received within 30 days post event.

We suggest that you report and submit funds on a more regular basis for several reasons – most importantly to ensure there are no errors or omissions. Please note that you are legally responsible to submit all funds raised on our behalf to us, any misappropriation in funds may result in legal action.

## **Impact and Evaluation**

As part of its commitment to reporting and measuring PIFFW's Corporate Social Responsibility activities, we ask that our Agent of Change Members agree to provide a formal feedback report. This report is designed to measure the community impact of your project and will be used to keep an accurate record of everything you have contributed to PIFFW.

At year end, a simple feedback form will be filled out by each Agent of Change Members. This form ensures that we can learn and implement new best practices moving forward and capture information for the master forecast for all involved.

## **Termination**

The PIFFW may decide to terminate this agreement and to seek payment of the outstanding balance if it becomes aware of any information which in the reasonable opinion of the PIFFW could cause a material adverse change in the relationship between the parties to this agreement, or if it becomes apparent to the PIFFW that the benefits outlined in this agreement can no longer be delivered.

## **Honor Agreement**

As an Agent of Change, I have read and fully understand and support the guidelines of the PIFFW Executive Committee mentioned above, which as an Adopt-A-Wish® agreement with Make-A-Wish® Eastern Ontario.

I agree that no material can be printed, nor can the media be contacted, without prior approval by PIFFW.