



## GRACE Drive Agreement Form

Thank you for thinking of GRACE for your upcoming drive! As a local community-based organization, we count on people like you to help us spread awareness and raise funds for our mission of serving those in need. Please complete the following form to help us best serve you.

Contact Name:

Contact Title:

Business/Org Name:

Business/Org Type:

Name: Mailing Address

Email:

Drive Name:

Phone:

Drive Location:

Drive Date/Time:

Drive Description:

Fax:

How will GRACE benefit from this Drive? What is the anticipated level of benefit to GRACE?

Will any other organizations or groups benefit from the Drive? If so, how?

What day will proceeds from the Drive be dropped off at the GRACE Main building located at 837 E. Walnut Street, Grapevine, TX, 76051?

What other resources will the Drive require of GRACE?

How will the GRACE name and logo be used? *(Note: We require that you forward copies of any publicity or printed materials to GRACE before distribution or release.)*

Will you be soliciting anyone in relation to the Drive? (i.e. requesting sponsorships, auction items, door prizes etc)

May we publicize the Drive in our weekly electronic newsletter? If so, please provide a short blurb that may be used for this purpose. If possible, please email us your logo or an appropriate photo as well.

Please sign below indicating that the above information is true and complete to the best of your knowledge and that you will notify GRACE should there be any significant changes or additions.

Completed by: \_\_\_\_\_ Date:

Approved by: \_\_\_\_\_ Date:  
Director of Community Engagement

If you have any questions, and to return this form, reach out to the **GRACE Special Event Coordinator at [events@GRACEGrapevine.org](mailto:events@GRACEGrapevine.org) or call 817.305.4653.** We may also contact you to let you know if we have any questions or concerns. Don't forget to provide follow-up information and photos afterward! Thanks again for supporting GRACE!