Thank you for your interest in Local Sharing Tree. Our team is ready to start implementing the Local Sharing Tree program in your area, and we are excited at the prospect of having your organization become part of our local network.

As our name states, we are local-- providing benefits to area schools, charities, parents, businesses, and consumers. While our program requires minimal effort on behalf of the non-profit representatives and volunteers, there are a few things we suggest in order to ensure the success of the program. Therefore, we have created this guide to clarify the steps your organization is willing to take in order to join our network and launch the last fundraising campaign your organization will ever need.

A brief recap of how Local Sharing Tree works for your organization:

Local Sharing Tree is an e-commerce platform that sells vouchers for products and services to consumers in your area, at discounted prices. Thousands of consumers in your area are already taking advantage of the “daily deal”concept, many of whom are parents of students/alumni of your school, or supporters of your charity. Most of the sales are for businesses that have a local store or other presence in the area.

Local Sharing Trees representatives then sign up local businesses to do something they are already doing -- use discounted offers to attract new customers. Local Sharing Tree then promotes these offers through our networks of school and non-profit supporter, social media and other means, to maximize the sales of these offers for the business. Here is the big difference: ***10% of every dollar spent by each consumer will be given to the organization chosen by the consumer.***

Local Sharing Tree will then distribute funds to the organizations in the network quarterly.

**To become part of our network, we suggest the following actions (we can and will help with the logistics of these steps):**

-Assign a volunteer to be your person in charge of Local Sharing Tree activities.

-Send e-mails to all supporters.

-Distribute printed flyers through all available channels (students, at community events, mailed in newsletters).

-Place the Local Sharing Tree banner on your website and emails, and include Local Sharing Tree promotional messages in programs, newsletters etc. at no charge to Local Sharing Tree.

-Ask Students, Parents, and Supporters to “like” the Local Sharing Tree Facebook pages for your area

-Recognize Local Sharing Tree as a sponsor for your organization when possible.

***Local Sharing Tree will:***

-Advertise Deals in your area and donate 10% of the purchase price to your organization for every deal purchased wherein your organization is listed as the beneficiary.

- Work with local businesses in your area to get the best deals possible on your site.

-Send a representative to your meetings or anywhere else you need them to help promote the program.

-Promote the deals of local businesses on the site in all ways available to us.

-Make a donation of all funds raised for your organization each quarter.

-Email each person that signs up with our “Featured Deal” every day.

-Promote the deals on Facebook and other social media.

-Support your efforts in any way we can

-Give you an Organization Page on our website highlighting who you are and what you do

-Give you full access to all donation reports and information regarding donations online through an Organization Account

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| Organization Representative | Local Sharing Tree Representative |
| Target Launch Date |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Non-Profit Information | | | | | | | | | | | |
| Organization Name |  | | | | | | No. of Volunteers | |  | | |
| Primary Contact |  | | | | | | | | | | |
| Phone |  | | | | | Email |  | | | | |
| Secondary Contact |  | | | | | | | | | | |
| Phone |  | | | | | Email |  | | | | |
| Check Payable to |  | | | | | | | | | | |
| Mailing Address for Funding |  | | | | | | | | | | |
| City |  | | | | State | |  | | Zip |  | |
| EIN |  | | | | | | | | | | |
| How Can You Contribute? | | | | | | | | | | | |
| Send Email Announcing Partnership | | | Send Periodic Emails (monthly or less) | | | | | | | | |
| Distribute Printed Flyers | | | Send Mail to Homes | | | | | | | |  |
| Use Mailing List to send Mail | |  | | | | | |  | | | |
| Make Local Sharing Tree a sponsor at all events (fundraisers, etc.) | | | | | | | | | | | |
| Put our banner on your organization web site | | | |  | | | | | | | |
| Ask current supporters to “like” us on Facebook  Ask current supporters to “follow” us on Twitter | | | | | | | | | | | |
| Notes: | | | | | | | | | | | |