

## AGENCY INTAKE, AUTHORIZATION, INFORMATION AND RELEASE FORM

<b>Contact Information:</b>		
Name of Agency (the "Agency"):		
Contact Person (Name and Title):		
Email Address:		
Mailing Address:		
City:	State:	Zip:
Phone Number:		
<b>Agency and Needs Information:</b>		
Are you a 501(c)(3) tax-exempt organization? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<ul style="list-style-type: none"> <li>• If Yes, please provide your Employer Identification Number (EIN): _____</li> </ul>		
Please provide a brief description of your agency's mission, services and clientele:		
_____ _____ _____		
Contact for Donation Drop Offs:		
Address for Donation Drop Offs:		
City:	State:	Zip:
Drop Off Times and Instructions:		
_____ _____		

Please provide, below or attached, the specific description of the Agency, its mission and the clientele it serves, to be used as a description on The Agency page. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide a separate list of the Agency's needs. Be specific and list any sizes, quantity or quality (new or used) requirements. The following are the current categories on MTNS's site. Use them as a general guideline but list the specific needs within the categories and don't hesitate to request something outside of the categories provided:

- |  |  |  |
|--|--|--|
| Animals/Pets<br>Art & Craft Supplies<br>Bed & Bath<br>Clothing & Accessories<br>Electronics<br>Groceries | Furniture & Appliances<br>Home & Décor<br>Kitchen & Dining<br>Luggage & Travel<br>Movies, Games, Music, Books<br>Office Supplies | Paper Products & Cleaning Supplies<br>Personal Care & Hygiene<br>Sports Equipment<br>Tools & Maintenance Equipment<br>Toys<br>Vehicles |
|--|--|--|

Meet The Need Siouxland, Inc. is eager to support your agency in any way possible. For this reason, the site includes opportunities for Agency Highlights as well as Urgent Need Highlights. If you now, or in the future, are in critical need of specific items, please let us know and we will feature your need on the website. If you would like to be considered for an Agency Highlight brief article, please also let us know. Urgent needs and agency highlights MAY (but are not guaranteed to) be posted on the MTNS website as well as in MTNS social media and/or monthly newsletters.

\_\_\_ I would like to be contacted regarding an Agency Highlight article for my agency.

\_\_\_ I would like the following Urgent Need to be highlighted on your website: \_\_\_\_\_

# AGENCY INTAKE FORM CONTINUED...

MTNS will be happy to post and direct its viewers towards any organized fundraising EVENT for your agency, if provided a marketing piece to be displayed and a link for more information. Please be aware that MTNS provides the same opportunities to all non-profit humanitarian agencies in Siouxland without favor and will NOT limit event promotion due to conflict or overlap with another agency's event. Please also be aware that MTNS does not participate in financial fundraising of any nature and strictly limits its participation to the forwarding of provided information on behalf of the Agency.

In order for MTNS to most effectively promote your agency, please provide a PDF file of your logo as well as any stock marketing material or pictures you would like to submit for possible use on the site, social media, newsletters and other marketing materials produced by MTNS. In accordance with the conditions on page one, any materials or images provided are done so freely and the Agency gives MTNS full permission to use provided materials at the will of MTNS.

\_\_\_\_\_ The Agency guarantees that any images or likeness of individuals provided by the Agency are done so with the (initial) full knowledge and permission of the owner of said materials and individuals depicted within.

By signing below, the undersigned acknowledges and agrees to the following terms and conditions on behalf of the Agency:

- a. The Agency hereby irrevocably permits, authorizes and licenses Meet The Need Siouxland, Inc. ("MTNS") the rights to display, reproduce, modify, and otherwise use the Agency's name, logo and other identifiable characteristics and all materials created by or on behalf of MTNS that incorporate any of the foregoing (collectively, the "Materials") in perpetuity throughout the universe in any medium or format whatsoever now existing or hereafter created for any purpose, including but not limited to advertising, promotion and other commercial and business purposes, without further consent from or royalty, payment or other compensation to the Agency.
- b. To the fullest extent permitted by applicable law, the Agency hereby irrevocably waives all legal and equitable rights relating to all liabilities, claims, damages, and expenses, including but not limited to claims for copyright or trademark infringement or any similar claim or cause of action in tort, contract, or any other legal theory, in any jurisdiction throughout the world (collectively, "Claims") arising directly or indirectly from MTNS's exercise of their rights of the Materials. Further, the Agency agrees to indemnify, defend and hold harmless MTNS and its officers, directors and agents from and against any and all Claims that MTNS may incur as a result of or arising from (i) Agency's use of MTNS services and (ii) MTNS's use of the Materials as permitted hereunder.
- c. MTNS does not solicit financial contributions nor promote general fundraising for any specific nonprofit agency. Nevertheless, MTNS will promote the Agency's fundraising events in our calendar, website, newsletters and social media. Please provide any event material or links you would like to have promoted as it becomes available. Additionally, MTNS provides similar services to other nonprofit humanitarian agencies in the area and strives to not favor one agency over another. MTNS serves as an information bridge to the community at large. All MTNS services are provided at no charge to the Agency, "AS IS" and "AS AVAILABLE." To the fullest extent permitted by applicable law, MTNS disclaims all warranties of any kind, whether express, implied or statutory.
- d. The Agency may at any time, with BOTH written AND verbal notice, request to remove itself and all related agency information from MTNS's site. Meet The Need Siouxland, Inc. reserves the right to take a reasonable time period of one (1) week after receiving BOTH written AND verbal notice to ensure all agency account and information will no longer be displayed on the website. MTNS is not responsible for information and marketing materials produced prior to the removal date being viewable by the general public in perpetuity.
- e. I represent and warrant to MTNS that I have full right, power, and authority to enter into this Agency Intake, Authorization, Information and Release Form and grant the rights hereunder on behalf of the Agency.

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name and Title: \_\_\_\_\_

When completed, please forward the Agency Intake, Authorization, Information and Release Form, compiled list of agency needs and any logo and marketing material to [Shelly@meettheneedsiouxland.org](mailto:Shelly@meettheneedsiouxland.org) or mail it to: Meet The Need Siouxland, Inc., P.O. Box 837 Sergeant Bluff, IA. 51054. If you have any questions, please don't hesitate to call Shelly Ackerman at (712) 577-0482.

We look forward to working with you in helping your agency meet the need of your clients. We consider it a privilege and blessing to be able to help your agency serve and support these special members of the Siouxland community.

Received by: \_\_\_\_\_  
(Meet The Need Siouxland Representative)

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Notes or Special Instructions: \_\_\_\_\_  
\_\_\_\_\_  
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