



A program of Community First Foundation

Terms of Service

Community First Foundation welcomes you to ColoradoGives.org which is an online service that Community First Foundation offers to the philanthropic community in accordance with the following Terms of Service. In order to use ColoradoGives.org, you must return a copy of these Terms of Service to Community First Foundation, signed by your authorized representative(s), to indicate your acceptance of all of these Terms of Service. As used in these Terms of Service, all references to "you" and "your" mean both your organization and its authorized representative(s), as applicable.

- You certify that, to the best of your knowledge, all of the information entered into your ColoradoGives.org profile is accurate and correct.
- You agree to notify Community First Foundation as soon as possible should your organization cease or substantially reduce its operations or should the Internal Revenue Service propose to revoke its Section 501(c)(3) status.
- You agree that no donations you receive through ColoradoGives.org will be used for the following purposes and that you will not solicit donations through ColoradoGives.org for such purposes:
 - To support a political campaign.
 - To purchase raffle tickets.
 - To pay for a membership, dinner, or any other activity that provides a benefit to the donor.
 - To pay for personal expenses, including tuition, incurred by a director, officer, or employee of your organization or any of their relatives.
- You acknowledge that ColoradoGives.org can only be used to accept charitable contributions that are deductible in their entirety for tax purposes and that it cannot be used to process retail sales or payments for "quid pro quo" items.
- You agree that Community First Foundation may treat, for accounting purposes, gifts made through ColoradoGives.org in the name of your organization as gifts to Community First Foundation on your behalf and that such gifts will be processed as having been made to Community First Foundation through Community First Foundation's merchant banking relationships.¹
- You acknowledge that you will have the ability to access all donor contact information once a donation has been processed, unless the donor has requested to remain anonymous.
- You acknowledge that Community First Foundation will make one disbursement to you each processing period of the total amount of the gifts made through ColoradoGives.org on your behalf.
- You acknowledge that you are solely responsible for cultivating each donor and that Community First Foundation will not do so on your behalf.
- You agree to publicize your relationship with Community First Foundation in all appropriate media, including your annual report, website, newsletters, press releases and email communications, and to use the Community First Foundation, ColoradoGives and Colorado Gives Days logos and trademarks when doing so. Community First Foundation grants you a revocable, royalty-free, and non-exclusive license to use its logos and trademarks solely for such purpose.
- You agree, if you engage in social media such as Facebook and Twitter, to use such social media in reasonable and appropriate ways to support ColoradoGives and to promote ColoradoGives.org.
- You agree that Community First Foundation may remove your profile from ColoradoGives.org in its sole discretion at any time.
- You agree to complete an annual update, to participate in user surveys (grant reports), and to use ColoradoGives.org in the spirit in which it was created.
- You understand that Community First Foundation will not share or sell donor information to any other organization, but does reserve the right to communicate with donors for the purpose of user surveys, newsletters, and general education about philanthropy.
- You understand that you are solely responsible for reviewing and approving fundraising pages created through ColoradoGives.org for your support and that Community First Foundation has no responsibility for the content of such pages.

¹ For Enterprise Zone & Child Care Credit organizations choosing to accept appropriate gifts via ColoradoGives.org, Community First Foundation will serve as a pass-through organization. Furthermore, these organizations will issue the tax receipt and will also determine the extent to which a contribution is eligible for any child care or enterprise zone tax credit.