



**CHAPTER AGENCY AGREEMENT  
SUBSTANTIATION INFORMATION**

In this packet you will find information about how your chapter can receive contributions and issue receipts to donors.

Zete Kids U.S.A. is Zeta Psi's philanthropic organization founded for purpose of supporting the welfare of children. Zete Kids is a 501(c)(3) organization that is permitted to issue receipts for donations made to the organization, so that the donor may deduct that amount from his taxable income. Zeta Psi chapters are permitted to act on behalf (act as an agent) of Zete Kids provided that the chapter follow the guidelines detailed in this document.

In order to establish the relationship between your chapter and Zete Kids it will be necessary to enter into a formal agreement. This agency agreement is a simple document that must be executed by a representative of your chapter and a representative of Zete Kids.

Chapters are permitted to:

1. Collect funds on behalf of Zete Kids
2. Issue substantiation receipts (tax deductible)

Chapters are NOT permitted to:

1. Enter into contracts binding Zete Kids
2. Make any representation on behalf of Zete Kids without prior approval

**ZETE KIDS U.S.A.**  
**CHAPTER AGENCY AGREEMENT**

This AGREEMENT dated as of the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between Zete Kids, U.S.A., a New York corporation, having an address of 15 S. Henry Street, Pearl River, NY 10965 (the "Principal"), and the \_\_\_\_\_ Chapter of Zeta Psi Fraternity, having an address of \_\_\_\_\_  
(hereinafter called "Agent").

**Agency Relationship.** For the term (as defined below), the Principal is appointing the agent for the exclusive purpose of receiving contributions on its behalf. The agent is responsible for providing substantiation receipts and all Zete Kids guidelines pursuant to the issuance of said receipt(s). This agreement does not constitute either party a legal representative, joint venturer, partner or employee of the other for any purpose whatsoever except as detailed in this agreement and neither party is in any way authorized to make any contract, agreement, warranty or representation or to create any obligation, express or implied, on behalf of the other party hereto. This agreement shall be governed by and construed in accordance with the laws of the State of New York.

**Term and Termination.** This agreement shall be effective as of the date first written above and shall continue for one year.

**Limited Liability.** The Principal does not provide insurance or any other coverage for the Agent's actions or negligence in the performance of this agency agreement. Agent is solely responsible for agent's action and or negligence.

IN WITNESS WHEREOF, the parties represent their Agreement as of the date fist noted above.

**PRINCIPAL**

**AGENT**

**Zete Kids U.S.A.**

\_\_\_\_\_

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

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_