

**LANDMARK EVENT STAFFING SERVICES INC
GROUP FUNDRAISING PROGRAM
GROUP LEADER AGREEMENT LETTER**

Group Name: _____

Group leader: _____

The intent of this letter is to make sure you completely understand the role your group assumes when they work for Landmark Event Staffing Services Inc. It is your responsibility as the group leader to make sure you and your group complies with the standards set forth in this document. In order for your group to work you must agree to all the terms in this letter, if you do not comply you and your group could lose the ability to fundraise with Landmark.

1. A group representative must be present and work as a staff member for each of the events where your group is scheduled. The representative will be responsible for any issues that arise with the group members.
2. All names must be turned into the Landmark office 9 days prior to the event you are scheduled to work. Landmark will let you know the number of staff your group can bring to each event. If your list of names is not turned in by the deadline you may be denied work.
3. All group members must attend a training provided by Landmark at a location agreed upon by you and the Landmark representative. Each member must fill out the group member information sheet. The training will last about 2 hours. It is imperative that the group members understand and comply with the training. Landmark reserves the right to refuse work to a group member who does not abide by the rules and duties set forth in the training. Landmark also reserves the right to cancel a group if they do not meet the standards set forth in the training.
4. All group members must be in proper uniform. Solid black shoes (no colors on them), black or dark blue dress slacks (no Levis, denim, Capri pants, sweats or any other kind of pant). Clean white collared shirt and dark socks. We will not allow anyone to work if they are not in the correct uniform.

Please sign and date below. By signing you understand and agree to the terms that Landmark has set forth.

Group Leader Signature

Date