JUST KEEP BURNING

CANDLE FUNDRAISING AGREEMENT

Lighting the way, even on hard days.

1. Organization information

Organization name: _____ Fundraiser code: _____

Authorized representative: _____ Title: _____

Phone: _____ Email: _____

Organization address: _____

2. Fundraiser schedule

Start date: _____ Scheduled end date: _____

Extension end date (if applicable): _____ Estimated delivery date: _____

3. Candle pricing and organization earnings

The organization earns the fixed amount shown below for each eligible candle sold using its assigned fundraiser code.

Candle size	Customer price	Organization earns
Small	$8	$2
Medium	$15	$4
Large	$25	$7

4. Minimum sales and fundraiser duration

The fundraiser runs for 14 calendar days. A minimum of 20 eligible candles must be sold. If fewer than 20 candles are sold, the fundraiser may be extended for an additional 7 calendar days. If the minimum is not met by the end of the extension, the fundraiser will be canceled, customer orders will be refunded to their original payment methods, and no organization payout will be due.

5. Customer orders and payment

Supporters place orders through the Just Keep Burning website and enter the assigned fundraiser code at checkout. Just Keep Burning collects customer payments and maintains order records. Only completed, paid, non-refunded candle purchases correctly attributed to the fundraiser count toward its total and earnings. Orders that are canceled, refunded, or unpaid do not count.

6. Production and delivery

Production begins after the fundraiser successfully closes. Allow approximately three weeks for production. Completed fundraiser orders will be delivered together to the organization at a mutually agreed location and time. The organization is responsible for distributing individual orders to its supporters. The parties may agree to adjust delivery timing if unforeseen production or supply issues occur.

7. Cash fundraising payout

Just Keep Burning will calculate the final organization earnings after verifying eligible orders and will pay the organization in cash. Payment will be made to an authorized representative. Both parties will sign a separate payout receipt documenting the amount, date, and recipient.

8. Responsibilities

Just Keep Burning: Provide the fundraiser code and ordering instructions; produce ordered candles; maintain sales and payout records; deliver completed orders; and pay verified fundraising earnings.

Organization: Promote the fundraiser accurately; share the correct code; designate a representative for communication, delivery, and cash payout; distribute orders to purchasers; and promptly report delivery issues.

9. Changes and cancellations

Material changes to dates, delivery arrangements, or other terms must be agreed to by both parties. If a fundraiser is canceled before fulfillment, Just Keep Burning will arrange refunds for unfulfilled customer orders, as appropriate.

10. Agreement and signatures

By signing, the parties acknowledge that they have reviewed and agree to the terms above.

Just Keep Burning representative name: _____

Signature: _____ Date: _____

Organization representative name and title: _____

Signature: _____ Date: _____

Contact: justkeepburning2@gmail.com | Instagram: @just_keep_burning