



THIRD PARTY FUNDRAISING GUIDELINES

Thank you for your interest in supporting Boys & Girls Clubs of Sarasota and DeSoto Counties (BGCSDC). The support we receive from organizations and individuals makes a huge difference in the lives of thousands of kids and teens who rely on their Club each day. In order for Boys & Girls Clubs of Sarasota and DeSoto Counties to support you and your fundraising event to the best of our ability, we ask that you please read the following guidelines regarding third party fundraising.

Statement of Purpose

Boys & Girls Clubs of Sarasota and DeSoto Counties appreciates the many people and organizations who want to organize fundraisers to support our work of helping thousands of kids and teens excel in the areas of academic achievement, healthy lifestyles and character and leadership development. However, only those third party events which meet specific criteria and benefit Boys & Girls Clubs of Sarasota and DeSoto Counties will be considered for approval. Each event will be reviewed on a case-by-case basis.

Definition

Third Party Fundraising Event/Campaign: A fundraising activity by a non-affiliated group or individual raising money on behalf of Boys & Girls Clubs of Sarasota and DeSoto Counties by hosting an approved fundraiser or event where BGCSDC has no financial responsibility and little or no staff involvement.

Event Application and Approval

We ask that you please submit an application at least 30 days prior to proceeding with your event. Events are approved based on a variety of factors including timing, resources, event needs and mission alignment with the organization. You will receive a notification regarding the decision of your request of your third party fundraiser within 5 business days from receipt of your application. If you have any questions regarding the policies outlined below and/or the third-party fundraising application, please contact Dawn Bouck, Community Engagement Manager, at dbouck@bgcsdc.org or 941.366.3911 ext.122.



Please note that:

- Approval by Boys & Girls Clubs of Sarasota and DeSoto Counties must be obtained in writing before you promote, advertise or hold your event or campaign.
- Annual events should be registered with Boys & Girls Clubs of Sarasota and DeSoto Counties each year.
- Boys & Girls Clubs of Sarasota and DeSoto Counties reserves the right to refuse funds raised at unapproved events and activities.

If your application is approved, you will be provided with additional resources including Boys & Girls Clubs of Sarasota and DeSoto Counties' brand guidelines for promotion.

How can Boys & Girls Clubs of Sarasota and DeSoto Counties help?

- Offer advice and event planning expertise
- Provide promotional materials for approved fundraisers
- Provide and approve Boys & Girls Clubs of Sarasota and DeSoto Counties logo use
- Limited promotion of event through website, events calendar, social media and email. However, there is no guarantee that Boys & Girls Clubs of Sarasota and DeSoto Counties will be able to promote your event through our marketing channels.
- Provide a letter of authorization and validation to assist in fundraising

Unfortunately, Boys & Girls Clubs of Sarasota and DeSoto Counties CANNOT:

- Provide funding or reimbursement for expenses
- Provide donor or vendor information
- Solicit businesses or vendors for financial or in-kind support, including auction items
- Guarantee event attendance by staff or volunteers
- Purchase a sponsorship for the event in which we are benefiting
- Guarantee any promotional assistance



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THIRD PARTY FUNDRAISING APPLICATION

EVENT ORGANIZER

Contact Name: _____

Company/Organization: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

GENERAL INFORMATION

What is the nature of your business/organization? _____

How many members/employees are in your group? _____

Why did you choose BGCSDC to be your beneficiary?

EVENT INFORMATION

Name of event/promotion: _____

Type of event/promotion: _____

Description of event/promotion: _____

Date(s) and time(s): _____

Event/promotion location: _____

Target audience: _____ Expected # of attendees: _____

One time event/promotion or annual? Please list any previous beneficiaries: _____

How will you be promoting your event/promotion?: _____

Given the guidelines in the application, what are your expectations of the charity partner?:



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FINANCIAL INFORMATION

How will funds be raised? : _____

Pledges Auctions Ticket Sales Donations Raffle Other

Event Projected Financial Information: Total Revenue: \$_____ Total Expenses: \$_____

Anticipated donation to BGCSDC: \$_____

Will the proceeds from this event be donated to additional charities in addition to BGCSDC? If so, please list: _____

The undersigned hereby agrees and acknowledges on behalf of _____ (Organization) that Boys & Girls Clubs of Sarasota and DeSoto Counties will not be liable for anything associated directly or indirectly with the event organizer or the event/campaign, including but not limited to: expenses; acts of negligence; purchases; damage, accidents or thefts to individuals or property; and insurance or liability coverage.

Print Name: _____

Organization: _____

Signature: _____

Date: _____

Please mail or email your completed application to:

Dawn Bouck
Community Engagement Manager
Boys & Girls Clubs of Sarasota and DeSoto Counties
3130 Fruitville Road
Sarasota, Florida 34237
dbouck@bgcsdc.org
Phone: 941.366.3911

Your application will be reviewed and you will hear from a Boys & Girls Clubs of Sarasota and DeSoto Counties representative within 5 business days of receipt, with notice of approval or dismissal.