



BOYS & GIRLS CLUBS
OF CENTRAL FLORIDA

Dear Potential Community Partner,

Thank you for your interest in supporting Boys & Girls Clubs of Central Florida with a third party event or promotion. The support we receive from organizations and individuals makes a huge difference in the lives of thousands of children and teens who rely on their Club each day. **By collaborating with Boys & Girls Clubs of Central Florida, you are supporting with the largest Boys & Girls Clubs in the state, serving over 16,000 children.** At their Clubs, youth find a safe place with positive role models, homework help, programs that help them make healthier life choices and opportunities, which develop their character and leadership skills. The result is improved graduation rates, reduced high-risk behavior and youth that are ready to be productive members of their community. Together, we are truly making a difference.

Enclosed in this packet, you will find the materials needed to get your fundraising efforts for Boys & Girls Clubs of Central Florida started including:

- Fundraising Guidelines for Third Party Organizations
- Frequently Asked Questions
- Application for Third Party Organizations

If you have additional questions, please contact Melissa at 407-841-6855 mwestbrook@bgccf.org.

Best Wishes,

Melissa Westbrook

Annual Fund & Stewardship Manager
Boys & Girls Clubs of Central Florida



Fundraising Guidelines for Third Party Organizations

Statement of Purpose

Boys & Girls Clubs of Central Florida appreciates the many people and organizations that want to organize fundraisers to support our work of helping thousands of children 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 Central Florida will be considered for approval. Each event will be reviewed on an individual basis.

Definitions

“Third Party Fundraising Event/Campaign”: A fundraising activity by a group or individual where Boys & Girls Clubs of Central Florida is the designated beneficiary of the event, but has no responsibility for, or oversight of, the planning, operation, or enactment of the event of campaign.

“Event Organizer/Coordinator”: Person, group, organization or business hosting a third party fundraising event to benefit Boys & Girls Clubs of Central Florida.

Event Application and Approval

Please review these third party fundraising guidelines before completing the attached application.

Please note that:

- Approval by Boys & Girls Clubs of Central Florida 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 Central Florida each year.
- Boys & Girls Clubs of Central Florida reserves the right to refuse funds raised at unapproved events and activities.
- Boys & Girls Clubs of Central Florida reserves the right to halt a fundraising partnership.

You will receive notification regarding approval or decline of your third party fundraiser application within 5 business days from receipt of your application. If your application is approved, you will be provided with additional resources including Boys & Girls Clubs of Central Florida’s brand guidelines for promotion and an event/campaign toolkit.

How Can Boys & Girls Clubs of Central Florida Help?

- Provide a staff liaison
- Provide a Club Member speaker at certain events
- Provide promotional materials for approved fundraisers
- Provide and approve Boys & Girls Clubs of Central Florida logo use
- Limited promotion of event through website, events calendar, social media and email.
- Provide a letter of authorization and validation to assist in fundraising
- Provide tax acknowledgement letters for donations made payable directly to Boys & Girls Clubs of Central Florida. Only gifts and donations made directly to Boys & Girls Clubs of Central Florida will be considered tax deductible.

Unfortunately, Boys & Girls Clubs of Central Florida cannot:

- Provide funding or reimbursement for expenses
- Provide donor or vendor information
- Solicit businesses or vendors for financial or in-kind support
- Guarantee event attendance by staff or volunteers



Frequently Asked Questions

1. **Why do I need to complete the agreement form?**

This agreement form outlines all expectations of Boys & Girls Clubs of Central Florida for your fundraising event or promotion, as well as making you aware of what to expect from us. The brand image of Boys & Girls Clubs of Central Florida is important to us and we want to maintain its integrity by ensuring that all community and corporate fundraisers are successful and have the correct materials. If you choose not to complete the agreement, the Boys & Girls Clubs of Central Florida name and logo may not be used.

2. **Who should sign this agreement form?**

Whoever is going to be the main contact for the fundraising event should sign the agreement.

3. **After I submit my application form, how long is the approval process?**

You will hear back regarding your application within 5 business days.

4. **How long will this agreement last?**

Most third party agreements will be limited to a one-month time frame, after the fundraiser. At the completion of the one-month period, the donor is required to submit all net funds raised to Boys & Girls Clubs of Central Florida. If an extended period is needed, there will be written communication and approval from both parties.

5. **Who do I make checks payable to after the fundraiser?**

Please make checks payable to Boys & Girls Clubs of Central Florida and mail within 30 days to:

Boys & Girls Clubs of Central Florida
Attn: Development Department
101 East Colonial Drive
Orlando, FL 32801

6. **Can I use the organization's sales tax exemption number?**

Unfortunately, sales tax laws do not allow third party event coordinators to use our tax-exempt status for purchases.

7. **Can I use the Boys & Girls Clubs of Central Florida logo to help promote my event or in marketing materials?**

Yes. Once your event application is approved, you will receive the organization's brand guidelines and logo. All event material containing our name or logo must be sent to Boys & Girls Clubs of Central Florida for approval prior to printing or distribution. Logo use approval takes approximately 2 business days.

8. **Can someone from Boys & Girls Clubs of Central Florida attend or speak at my event?**

Yes, our staff liaison can be present at your fundraiser or during the fundraising campaign period. However, we cannot guarantee attendance until both the event and details have been reviewed.



9. **How do donors receive a charitable gift receipt from Boys & Girls Clubs of Central Florida?**

Boys & Girls Clubs of Central Florida can issue gift receipts to substantiate donations **ONLY** if they are made directly to the organization. There are complex regulations around the distribution of charitable tax receipts and the ability to issue receipts cannot be delegated to another entity. This includes donations of money, in-kind items and services.

In order to provide tax-deductible acknowledgement letters, the following information will need to be provided for each donor:

First and last name

Full mailing address

Donation amount (made directly to Boys & Girls Clubs of Central Florida, not the third party)

10. **Can funds raised be used for expenses?**

We recognize that some third party coordinators may need funds to run an event and pay reasonable expenses. However, Boys & Girls Clubs of Central Florida cannot fund or financially support community fundraisers. Third party coordinators are responsible for covering all expenses and will not be reimbursed by Boys & Girls Clubs of Central Florida.

For these reasons, as you start to collect money, you will want to keep some funds on hand to help pay your expenses. In your planning process, make sure to develop a budget reflecting the type of event you are having the many costs related to the event. Please submit your budget along with this application.

If you are deducting expenses before sending net proceeds to Boys & Girls Clubs of Central Florida, you should not state or imply to your donors that any funds given to you are tax deductible, and you should not use the word “donation” because it implies that they are tax deductible. We recommend using the phrase “Proceeds will benefit Boys & Girls Clubs of Central Florida.”

11. **Can I have a silent auction at my event to raise more funds?**

Yes. However, Boys & Girls Clubs of Central Florida is unable to procure silent auction items for your event and cannot facilitate your auction, but can provide ideas and advice.

12. **Can Boys & Girls Clubs of Central Florida provide volunteers for my event?**

We recommend you recruit volunteers for your event and suggest you reach out to friends, family and those in your community to volunteer.

13. **Does Boys & Girls Clubs of Central Florida provide event insurance?**

Third party event coordinators agree to obtain all required permits or licenses for the event. Because Boys & Girls Clubs of Central Florida is the ultimate beneficiary of your event and has no direct involvement with running the fundraiser, we cannot provide event insurance.

14. **Can Boys & Girls Clubs of Central Florida provide publicity or contacts with the media?**

Our staff is unable to provide media contacts or publicity for individual events to outside media sources. We recommend that you put together your own media plan.



15. What type of recognition opportunities are available for me/my group?

Below is a list of recognition opportunities available. Please be advised that recognition will only proceed once Boys & Girls Clubs of Central Florida has received the full donation from the fundraiser.

Donation of \$1,000+

- Recognition on Facebook (a dedicated post)
- Tax deduction to the full extent of the law and acknowledgement letter when donation is made

Donation of \$5,000+

- Recognition in one of our monthly e-blasts
- Recognition on Facebook (a dedicated post)
- Tax deduction to the full extent of the law and acknowledgement letter when donation is made

Donation of \$10,000+

- Check presentation (on request)
- Recognition in one of our monthly e-blasts
- Listing in our Annual Report (name)
- Recognition on Facebook (a dedicated post)
- Tax deduction to the full extent of the law and acknowledgement letter when donation is made

Donation of \$20,000+

- Event promotional support agreed upon by BGCCF & 3rd party organization
- Check presentation (on request)
- Recognition in one of our monthly e-blasts
- Listing in our Annual Report (name)
- Recognition on Facebook (a dedicated post)
- Tax deduction to the full extent of the law and acknowledgement letter when donation is made

Donation of \$50,000+

- Recognition in printed Newsletter
- Branded check presentation (on request)
- Event promotional support agreed upon by BGCCF & 3rd party organization
- Recognition in one of our monthly e-blasts
- Listing in our Annual Report (logo)
- Recognition on Facebook (a dedicated post)
- Tax deduction to the full extent of the law and acknowledgement letter when donation is made

Donation of \$100,000+

- Press release (on request)
- Recognition in printed Newsletter
- Branded check presentation (on request)
- Event promotional support agreed upon by BGCCF & 3rd party organization
- Recognition in one of our monthly e-blasts
- Listing in our Annual Report (logo)
- Recognition on Facebook (a dedicated post)
- Tax deduction to the full extent of the law and acknowledgement letter when donation is made



BOYS & GIRLS CLUBS
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Application for Third Party Organizations

Please Note: this document applies only to event organizers who wish to use the name of Boys & Girls Clubs of Central Florida or our logo in promoting a public fundraising event or campaign. If you are organizing a private event or internal company event, you do not need to complete this form.

Third Party Organization Information

Group/Organization: _____

Contact Person: _____

Mailing Address: _____

Phone: _____

Email: _____

Proposed Event/Campaign Details

Name of Proposed Event: _____

Description of Event: _____

Date(s) of Event: _____ **Time:** _____

Venue Name: _____

Event Website (if applicable): _____

Organization Social Media Handles: _____

How Will Funds Be Raised?

Sponsorships Ticket Sales Auction Tickets of Chance* Donations

Other (please specify): _____

What are the estimated gross proceeds of your fundraiser? _____

What are the anticipated expenses of your fundraiser? _____

Will proceeds be divided among multiple beneficiaries? Yes No

If so, who are the other beneficiaries? _____

How will proceeds be divided? _____

How do you plan to promote your fundraiser? _____

Are you requesting support from Boys & Girls Clubs of Central Florida? Yes No

If yes, what are your requests? _____

Please note: support from Boys & Girls Clubs of Central Florida is not guaranteed

The undersigned hereby agrees and acknowledges on behalf of _____ (organization), it's officers, directors, employees, agents and representatives that Boys & Girls Clubs of Central Florida will not be liable for any costs, claims, damages, suits, expenses or liabilities that arise from, in whole or in part, the event/campaign, including, but in no way limited to, any personal injury, damages to persons or property, death, or accidents of any kind incurred by _____ (organization), its officers, directors, employees, agents, representatives, members, or invitees. of _____ (organization), further agrees to indemnify, defend, and hold harmless Boys & Girls Clubs of Central Florida, it's officers, directors, employees, agents and representatives ("Indemnitees") from any and all costs, claims, liabilities, damages, and expenses, including reasonable attorneys' fees, incurred by Indemnitees that arise from, in whole or in part, the event/campaign of _____ (organization).

Print Name: _____

Organization: _____

Signature: _____

Date: _____

Please mail, fax or email your completed application to:

Melissa Westbrook
Annual Fund & Stewardship Manager
Boys & Girls Clubs of Central Florida
101 East Colonial Drive, Orlando, FL 32801
mwestbrook@bgccf.org
Phone: 407-641-6855 | Fax: 407-872-7796

Once your application is received, it will be reviewed and either accepted or declined. You will hear from a Boys & Girls Clubs of Central Florida representative within 5 business days of receipt.