



Third Party Fundraising Event Agreement

Thank you for taking the time to review Children's Harbor's Third Party Event Guidelines. We truly appreciate your considering Children's Harbor as a beneficiary of your event. Due to the many event requests Children's Harbor receives, we have developed an assessment to be completed before any events will be approved.

What is a Third Party Fundraising Event?

A **third party fundraising event** is any fundraising activity by a non-affiliated group or individual where the Children's Harbor has no fiduciary responsibility and little or no staff involvement.

We love third party fundraising events! Children's Harbor needs financial support to ensure that we are able to continue providing therapeutic support to our foster kids while they transition through a traumatic life experience. Every penny helps!

While we may be able to provide guidance for your event, unfortunately we do not have the personnel to handle administrative tasks of third party events but we are willing to help where we can! The staff at Children's Harbor may be able to provide:

- Already published materials, such as flyers, photos, newsletters and logo
- Donation boxes
- Space to meet in our conference room for planning committees (depending on availability)
- Attendance and support at the event (pending staff availability)

Our mission is to provide safe shelter to at risk children and youth, keeping brothers and sisters together, strengthening families and guiding youth toward independence.

We welcome Third Party Fundraising Events to support this mission.





Third Party Fundraising Event Agreement

Guidelines

We appreciate your understanding!

1. Please send any promotional items that contain our logo to the Development Department for review prior to sending out. We just want to make sure that we are aware of any materials out there in case we receive a call from a member of your community asking us to verify the event.
2. If you are considering asking corporations to support your event, please send a list of targeted sponsors to the Development Department so we can make sure that Children's Harbor is not already in the process of asking them for assistance. We could both end up with receiving a "no" if we don't communicate!
3. We love our supporters so we strive to ensure their privacy (including you!) so we are unable to provide donor or sponsor lists, nor are we able solicit sponsorship revenue on your behalf for your event.
4. If organizing a big event, please check with your city to make sure that you don't need permits or other paperwork to host it!
5. Children's Harbor is not financially liable for the promotion, planning or execution of third party events.

After you have reviewed the above guidelines, please complete the following questions designed to provide more information about the type of fundraiser/event you are interested in planning. Please submit the completed form prior to any planning of the event. Once the application has been submitted, we will review it and let you know when we've got it on our calendar and you are good to go! Thank you again for your support of Children's Harbor!

Host Information

Contact Person: _____

Name of Business/Organization (if applicable): _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

Email: _____ **Website:** _____



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Event Questions

Name of Event: _____

Date/Time of Event: _____

Location: _____

Please briefly describe the event and its activities: _____

Do you plan to raise money for Children's Harbor at your event?: ____ Yes ____ No

Do you have a website to promote this event? If so, please list the web address.

We love to help! How would you like CH to assist in promoting this event?

_____ List on CH website _____ Facebook _____ Twitter

_____ e-Newsletter (if applicable) _____ Other (please explain)

Until written permission is received, the name "Children's Harbor" may not be used for any purpose and contributions should not be solicited. Please allow two weeks from submission of this questionnaire to receive approval.

Thank you for your interest in collaboration with Children's Harbor for your upcoming event. Someone from Children's Harbor will be in contact with you once this event questionnaire has been received. Please submit this form either by email or mail.

Children's Harbor
19425 SW 58th Manor
Pembroke Pines, FL 33332



Third Party Fundraising Event Agreement

954-252-3072 (phone)

954-252-7134 (fax)

rdamico@childrensharbor.org (email)

By signing this document you agree that you have read and understand the attached Children's Harbor Third Party fundraising event guidelines in its entirety.

Signature: _____ Date: _____

Printed Name: _____

Children's Harbor staff only:

Date application received: _____

Amount raised \$ _____ Date received _____ Staff Signature _____

Provided Logo: Yes or No Items requested: _____