

Third-Party Fundraising Event Application



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Contact Information

Full Name: Job Title:

Company Name:

Email: Phone:

Company Address:

Company Web Address (if applicable):

Fundraiser Description

Fundraiser Name:

Date: Time:

Location (if applicable):

City: State: Zip:

Description:

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Additional Information

Special Requests:

Attachments: **Company Logo**

Event Flyer (if applicable)

Declaration:

By submitting this application, I confirm that the information provided is accurate, and I have read and understand all policy and procedures.

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Signature

Third-Party Fundraising Event Policies & Procedures



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- Third-party fundraisers must submit an online Third-Party Fundraising Event Application at least 90 days prior to the proposed event date. If multiple events are being proposed, an application must be submitted for each.
- The Children & Family Advocacy Center's (CFAC) Development Team must be notified immediately if any significant changes to the event are made after initial approval. The CFAC holds the right to disassociate from the third-party fundraising event or decline said changes if changes do not adhere to CFAC organizational mission, fundraising efforts, or event calendar.
- Third-party fundraising organizers are responsible for creating their own marketing materials, including press releases, PSA's, social media posts, invitations, fliers, etc. The third-party fundraiser must submit all artwork and promotional materials to the CFAC Development and Marketing Teams for review and approval prior to publication and distribution of these materials. Please allow the CFAC staff five (5) business days to review and approve.
- If the third-party fundraiser requests the event be held on the CFAC premise, consideration will be made on a case-by-case basis.
- Third-party fundraisers are responsible for staffing and soliciting their own volunteers. The CFAC may not always have the ability to provide staff to attend all fundraisers, nor is the CFAC able to coordinate volunteers.
- The CFAC reserves the right to attend and observe the third-party fundraiser free of charge.
- All fundraising is the sole responsibility of the third-party fundraising organizer without exception.
- Third-party fundraisers will not be given nor have access to CFAC donor information and/or mailing lists.
- The CFAC is happy to provide brochures, pamphlets, and other organizational information for the third-party fundraiser. Please mention the scope of needs when submitting the Third-Party Fundraising Event Application to secure sufficient quantities of each.
- The third-party fundraising organizer is responsible for all third-party event expenses.
- The third-party fundraising organizer is responsible for coordinating and maintaining all contracts, vendor agreements, licensing, insurance, and necessary permits for hosting the third-party fundraiser.
- Third-party fundraisers must acknowledge the CFAC as the beneficiary – not sponsor – of the fundraising event.
- Promotional materials used for third-party fundraising must include the following statement: "Proceeds to benefit the Children & Family Advocacy Center."
- The third-party fundraising proceeds from the event are expected no later than 30 days after the event. Proceeds can be sent electronically through our website and mention the specific third-party fundraising event in the notes or mailed to the CFAC, 2113 Little Flock Drive, Little Flock, AR 72756 Attention: Development.
- The third-party fundraiser must not use or share the CFAC's tax exemption in any way relating to the third-party fundraiser.
- The CFAC will not approve any third-party fundraiser if it promotes a potential political candidate, current candidate, or political party.
- Third-party fundraisers to host donation drives are requested to contact the CFAC Development Team to determine the organization's most critical needs prior to beginning the drive.
- The CFAC holds the right to decline any third-party fundraiser if it does not adhere to the organizational mission, fundraising efforts, or event calendar.
- The CFAC holds the right to cancel or disassociate with a third-party fundraiser at any time if these policies are not completely satisfied.