



Thank you for your interest in the Boys & Girls Clubs of Greater Scottsdale ("BGCS"). Each year, we receive multiple requests from companies, organizations, and individuals that wish to hold an event or promotion to benefit BGCS Third-Party Events. We truly appreciate the dollars that are generated from these events as it directly impacts the youth in our community.

Unfortunately, we cannot participate in all of the events that are proposed. The following guidelines have been created to ensure that all BGCS third-party events adhere to established protocols. An Event Organizer must comply with all of the following guidelines in connection with an event. Events are approved based on a variety of factors including timing, resources, event needs and mission alignment with the organization.

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 BGCS 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: _____

Will alcohol be served at your event/promotion? _____

Who is responsible for liquor license? _____

How will you be promoting your event/promotion? _____

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

FINANCIAL INFORMATION

How will funds be raised? _____

- Pledges Auctions Ticket Sales Donations Gaming Raffle Other

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

Anticipated donation to BGCS: \$_____

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

(Printed Name)

(Company Name)

(Signature)

(Date)



PROMOTIONAL MATERIALS AND LOGO USAGE GUIDELINES

1. The use of the BGCS name or logo may not be reproduced or used in any way without prior written permission. The official logo will be made available upon approval. Please see attached logo guidelines for additional information on how the logo may be used.
2. The name "Boys & Girls Clubs of Greater Scottsdale" cannot be altered in any way, nor can it be used in a matter that might suggest that the Boys & Girls Clubs of Greater Scottsdale is sponsoring the event.
3. All promotional materials prepared for the event must include a statement that all net proceeds will be donated to BGCS.
4. BGCS cannot guarantee media coverage (television, radio or print). You may contact media about your event or promotion and communicate with BGCS contacts regarding arrangements that are made.
5. BGCS does not purchase advertising to promote third-party events.
6. Promotion about the event through BGCS marketing, public relations and social media is determined on a case-by-case basis. The event organizer is also responsible for event promotion.
7. BGCS must review and approve prior to production or distribution all promotional materials including, but not limited to: advertising, letters, brochures, flyers, press releases and website content. Materials can be submitted to the BGCS Development Department:

Boys & Girls Clubs of Greater Scottsdale
10533 E Lakeview Dr.
Scottsdale, AZ 85086
--or--
events@bgcs.org

FINANCIAL REQUIREMENTS AND EVENT SUMMARY

1. Application forms must be received a minimum of 30 days prior to the event
2. BGCS will not pay any cost associated with a fundraising activity by an outside Event Organizer.
3. BGCS will not be liable for any costs associated with your event (rentals, printing, security, licenses, taxes, advertising, staffing, etc.) unless prior arrangements have been made.
4. The Event Organizer will tender the net proceeds

from the event to BGCS within forty five (45) days of the event.

5. At that same time, the Event Organizer shall provide to BGCS a summary report accounting for the number of tickets/sponsorship, etc. sold for the Event, the revenues generated from the Event, and a list of expenses associated with the Event.

SOLICITATION

1. All sponsorship solicitations are to be made by the Event Organizer—unless otherwise determined in writing.
2. BGCS must review and approve any potential corporations identified for sponsorship of the event prior to solicitation, and reserves the right to decline any underwriting and/or sponsorship when it believes that the association may have a negative effect on the credibility of BGCS.
3. Due to the number of events that take place to benefit BGCS we reserve the right to refuse to send mail and e-mail soliciting participation for the Event.
4. BGCS logo and/or letterhead may not be used by an individual or organization to solicit prizes, sponsorship, underwriting or cash donations from another organization to support the event or promotion. In addition, BGCS will not solicit prizes for your event.

LIABILITY/LICENSES

1. Event Organizers indemnify and hold harmless BGCS from any and all liability, losses and expenses arising from the event or promotion.
2. Liability insurance and liquor licenses will be required on a case by case basis.

EVENT PLANNING SUPPORT

1. BGCS Development Manager of Special Events is available to answer questions on the development of event materials, timelines and other planning issues.
2. We are happy to provide collateral materials for use at the Event that explain and promote BGCS's mission and message.
3. May provide volunteer assistance upon approval requested by the Event Organizer.