

COMMUNITY-BASED FUNDRAISER OUTLINE

Note: CFS may only participate in joint fundraising activities that are consistent with its principles. Please allow four weeks from submission of this form to receive the CFS decision.

Name or organization or individual(s) proposing event: _____

Title for Event: _____

ORGANIZER INFORMATION

Name of contact person: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Describe your relationship to Child and Family Services: _____

List the members of the planning committee: _____

EVENT INFORMATION

Date: _____ Time: _____

Location (city and venue): _____

Briefly describe the event: _____

Has this event taken place before? Yes ___ No ___ If yes, when: _____

What is the cost to participate or attend? _____

How will funds be raised? _____

What % or amount of the funds raised will CFS receive? _____

Will any other charities receive proceeds from the event? Yes ___ No ___ If so, who: _____

Is there a sponsoring organization? Yes ___ No ___ If so, who: _____

Will alcohol be served at the event? Yes_____ No_____ If so, please provide details:_____

Will gambling be a part of this event? Yes_____ No_____ If so, describe:_____

Will subject matter contain political, religious or social content/commentary or profanity? Yes_____ No_____

If so, describe:_____

BUDGET INFORMATION

Anticipated revenues: \$_____ Anticipated expenses: \$_____ Anticipated donation: \$_____

What assistance is requested of CFS:

Event planning? Publicity? Staging and production? Day of presence/presentation?

POLICIES & PROCEDURES

Official CFS stationery

No event organizer will be granted permission to use CFS letterhead or envelopes. Should the event be approved, a letter of support will be included in the approval packet. Copies may be made as needed. The purpose of this letter is to add validity to the event when soliciting donations.

Using CFS logo/brandmark/image

All promotional matter (i.e. electronic media, print media, press releases, advertisements, solicitations, social media, etc.) for the event that includes Child and Family Services' name, look and/or logo must be approved by CFS communications office prior to the production, distribution, broadcast or publication.

Submitting your donation to Child and Family Services of NH

All event proceeds must be submitted to your event representative within ninety (90) days of the event. This should be done in ONE check for the total amount made payable to Child and Family Services of NH. Please include a copy of the event contract with your donation.

Using CFS logo

All printed materials, press releases and advertising for the event that mention Child and Family Services or contain its logo must be approved by CFS prior to the production, distribution, broadcast or publication of any materials.

The role of Child and Family Services:

- Offer advice and expertise on event planning
- Arrange staff or volunteer attendance at event or check presentation, if feasible and appropriate
- Acknowledge direct contributions to Child and Family Services of NH
- Approve the use of the Child and Family Services name and/or logo as appropriate
- Provide a letter of support to validate the authenticity of the event and its organizers
- Extend your promotion to CFS constituents as appropriate

CFS will not:

- Fund or reimbursement for expenses
- Share mailing list of donors, clients or business partners
- Guarantee staff or volunteers at the event
- Provide event insurance
- Sign vendor contracts
- Obtain permits or licenses
- Solicit for cash or in-kind donations
- Represent you, your organization or the event to the media

TERMS AND CONDITIONS

1. The terms of this agreement shall be from the date Child and Family Services approves Organizer’s proposal until the conclusion of the event. CFS has the right to terminate this agreement at any time if it determines that the event is likely to be injurious to the image of Child and Family Services.
2. Organizer represents to CFS that: (a) they will comply with all applicable laws while planning, promoting and conducting the event; (b) all necessary insurance, licenses and permits will be obtained and will be in force through the conclusion of the event; (c) the event will result in no cost or expense to CFS whatsoever, unless expressly agreed in writing to the contrary; and (d) Organizer will indemnify and hold CFS harmless from any and all claims of any kind or nature whatsoever arising out of, or in any way related to, the event.
3. Organizer agrees to provide CFS with the agreed upon proceeds from the event, along with a written accounting of event revenues and expenses within ninety (90) days after the event. CFS may audit the event revenues and expenses, if necessary.
4. CFS cannot sponsor or endorse fundraising events or products. Event materials should state that “Proceeds benefit Child and Family Services of NH.”
5. A representative from CFS may be able to attend Organizer’s event. Requests for personal appearances by CFS staff will be handled on a case-by-case basis. Due to the volume of requests made and the availability of staff, not all requests can be fulfilled.
6. Any use of the CFS logo is subject to the prior written approval of Child and Family Services. Accordingly, Organizer agrees to submit to CFS for approval – prior to the production, distribution, broadcast, or publication thereof – all printed materials, publicity releases and advertising relating to the event that mentions CFS or contains its logo.
7. Organizer understands and agrees that the logo: (a) may not be altered in any way, nor may they be sublicensed to any other person; (b) may not be used in connection with any telemarketing or door-to-door solicitations; and/or (c) may not be used in conjunction with terminology that is contrary to the mission of Child and Family Services.
8. Nothing in this document shall be construed to authorize Organizer, or any of its employees or representatives, to act as an agent of Child and Family Services. For example, Organizer may not open a bank account in CFS name, nor may it endorse or attempt to negotiate any checks made payable to Child and Family Services, all of which must be promptly forwarded to CFS for processing.
9. This agreement shall terminate at the conclusion of the event. Thereafter, the Organizer may continue to receive funds for Child and Family Services, provided such funds are paid promptly to Child and Family Services. However, the Organizer shall discontinue use of the logo following the termination date unless expressly authorized to the contrary in writing by Child and Family Services.

Note: This Agreement will not become effective unless and until it is approved by Child and Family Services communication office, as evidenced by the signature of an authorized CFS representative below. By signing, Organizer agrees to the Policies, Terms and Conditions outlined above.

PROPOSED BY: _____

APPROVED BY: _____

Signature of Organizer

Print name _____ Date _____