



WOMEN IN DISTRESS™
OF BROWARD COUNTY, INC.
ESTABLISHING S·A·F·E™
STOP ABUSE FOR EVERYONE™

WOMEN IN DISTRESS OF BROWARD COUNTY, INC. THIRD PARTY FUNDRAISER PROPOSAL

GUIDELINES FOR THIRD PARTY EVENTS

1. The sponsoring individual, group or organization (herein referred to as “Host”) must be one which is respected in the community, whose reputation is one which will enhance the public esteem, and therefore public support, of Women In Distress of Broward County (herein referred to as “WID”). Care must always be given to ensure that an individual, group or organization in not utilizing the sponsorship of a benefit event or activity on behalf of WID in order to offset bad publicity, to improve an otherwise unfavorable public image, or to “use” WID for commercial or personal benefit. One of WID’s most valuable assets is its name, and great care must be taken to preserve the organization’s integrity.
2. No special event or activity can be considered by WID which:
 - a. Involves a professional fund-raiser unless services are being provided on a volunteer basis;
 - b. Involves the sale of tickets, products, or services by telephone, i.e., “boiler-room telephone operations” which sell tickets to businesses or individuals;
 - c. Do not comply with municipal, county, state or federal laws or regulations.
3. The host must assume the burden of the cost of the event or activity. WID is unable to provide front money for any proposed event or activity or to pay any expenses incurred.
4. The host is responsible for all ticket sales. If assistance from WID is required for the success of the event or activity, the extent of WID’s obligation must be clearly delineated in advance.
5. All publicity and promotional materials using the WID name and/or logo must be approved by WID and cannot be released until the overall event or activity has been approved.
6. If any promotional and/or publicity assistance from WID is required, the extent of WID’s obligation must be clearly delineated in advance.
7. The host should obtain, at their own expense, any and all liability insurance that may be required in staging any special event or activity for which WID is the beneficiary.
8. All publicity must clearly state what percentage of the net proceeds or what flat amount is being contributed to WID. Where WID is to receive “net proceeds”, a budget must be submitted. The term “net proceeds” refers to the funds remaining after the deduction of event expenses which must be detailed in the budget.
9. **The host must provide WID with a check or money order for the funds raised within thirty (30) days after the event had taken place. If WID is receiving a percentage of net proceeds, a final budget must be included.**
10. Please note – should your event ask for volunteers, WID cannot promise or guarantee them. WID can solicit volunteers to attend, but will not guarantee any volunteers will be present.
11. WID staff and volunteers will not accept any proceeds during a special event or activity unless there is absolutely no other option. In that case, the following guidelines must be adhered to:
 - a. All cash should be counted and accounted for in the presence of at least two (2) representatives from WID, Inc. and at least two representatives of the sponsor.
 - b. The cash totals must be written down and signed for by each representative verifying the amounts. Each representative should retain a copy.
 - c. The WID representative should also immediately provide the Development Director or CEO with the funds and a copy of the fundraising totals to verify the deposit related to the event/activity.

WID MISSION:

Our mission is to provide victims of domestic violence with safe shelter, crisis intervention and resources, and to educate the community in order to Stop Abuse For Everyone (SAFE) through Intervention, Education and Advocacy.

HOST DETAILS

Name & Description of Event Host: _____

Contact Person: _____

Phone: _____ Email: _____

EVENT DETAILS

Event Name: _____

Event Date and Time: _____

Event Location: _____

Event Description & Details: _____

PROMOTION

Estimated Attendance: _____ Target Audience: _____

How and when is the event being promoted? (please provide details)

- Newspaper: _____
- Magazine: _____
- Radio/TV: _____
- Flyer Distribution: _____
- Emails: _____
- Other: _____

Please select what type of support/promotion you would like provided by WID:

- WID logo and/or name for promotional purposes (approval required prior to publication)
- WID marketing materials for distribution at event
- Event listing included on WID website (<http://www.womenindistress.org/events.html>)
- Pre-event listing in WID e-newsletter (sent to 5,500+ supporters, donors, and volunteers – must be received at least 3 weeks in advance of event)
- Post-event recognition on WID website (under “Community Partners”) for up to 1 month post-event
- Other: _____

Please describe any promotional materials where you would like permission to include either WID’s name and/or logo (approval required prior to publication/printing of materials with our name or logo):

LOGISTICS and BUDGET

Are special permits required? If so, how will they be obtained? _____

Does the event require insurance? If so, who will provide it? _____

Event host will assume all costs of activity: Yes No (explain) _____

Expected Amount of Donation: \$_____ What donation amount or portion of the proceeds of the special event/activity will WID receive? (Please describe): _____

Event donation/proceeds will turn over funds to WID within 30 days of event with a final budget: Yes No (explain) _____

ADDITIONAL REMARKS

PLEASE LIST 3 LOCAL REFERENCES OF HOST

Name: _____ Email: _____ Daytime Phone: _____

Name: _____ Email: _____ Daytime Phone: _____

Name: _____ Email: _____ Daytime Phone: _____

AGREEMENT

By signing below, the host agrees to abide by the policies and guidelines in this agreement and further understands and agrees that:

- a. The event/activity must be in good taste and be consistent with WID's mission;
- b. No publicity or advertising using WID name and/or logo may be released until this agreement is signed by both parties authorizing WID as the beneficiary of this special event;
- c. WID shall be provided with the names and addresses of all persons making contribution(s) of \$250 or more and a detailed description of the contribution.
- d. If volunteers or staff are requested to attend, WID will solicit volunteers and/or staff to attend, but cannot guarantee or promise attendance.

The host understands that nothing in this agreement or in any other document(s) may be construed to authorize the host or any of its employees, volunteers or representatives to act as an agent of WID.

Host/Contact Name: _____ Signature: _____ Date: _____

(WID USE ONLY) Approved Event: Yes No Signature: _____ Date: _____