



WOMEN IN DISTRESS
OF BROWARD COUNTY, INC.
JIM & JAN MORAN FAMILY CENTER

Women In Distress of Broward County, Inc.
P.O. Box 50187 · Lighthouse Pointe, FL 33074
CRISIS LINE 954-761-1133 · Administration 954-760-9800
www.womenindistress.org · info@womenindistress.org

Our mission is to stop domestic violence abuse for everyone through intervention, education, and advocacy.

Fundraiser Guidelines

Thank you for reaching out to Women In Distress as a potential beneficiary of your fundraiser. We are very appreciative that you have chosen our organization to benefit from your efforts. Women In Distress is receptive to benefiting from a variety of different kinds of external, or third party fundraisers.

Third party events fall into one of two categories:

- 1. Those committed to donating a minimum of \$500* will receive marketing exposure (detailed further in this contract).** Because of the marketing exposure provided by Women In Distress, by selecting this category, you agree to make a minimum donation of \$500, even if your event does not make the anticipated revenue.
- 2. Those who will donate any amount under \$500 will receive a post on our website here:** <http://www.womenindistress.org/events/third-party-events>.

The host must provide WID with a check or money order for the funds raised within thirty (30) days after the event has taken place. If WID is receiving a percentage of net proceeds, a final budget must also be included.

Women In Distress cannot provide the following:

- WID staff for speaking or tabling (unless pre-approved and arranged by the organization)
- Monetary support of any kind. 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.
- Sponsorship or donor outreach
- Volunteers
- Tax acknowledgement letters for cash only donations (Note: we can provide for donations made by check payable directly to Women In Distress)
- Any liability insurance that may be required in staging any special event or activity

Events including the following cannot be considered:

- Anything inconsistent with WID's mission of serving families
- Involves a professional fund-raiser unless services are being provided on a volunteer basis
- Involves the sale of tickets, products, or services by telephone, i.e., "boiler-room telephone operations" which sell tickets to businesses or individuals
- Do not comply with municipal, county, state or federal laws or regulations
- Includes nudity or sexually explicit themes, content or activities of any kind

Promotion & Use of WID Logo

- 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 in the event application.
- All 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.
- If any promotional assistance from WID is required, the extent of WID's obligation must be clearly delineated in advance in the event application.
- 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.

**WOMEN IN DISTRESS OF BROWARD COUNTY
THIRD PARTY EVENTS APPLICATION**

HOST DETAILS

Business/Community Group/Organization/Individual Name (**Event Host**): _____

Host Description (What does your group do?) If you have a website, list it here. _____

Contact Person: _____

Phone: _____ Email: _____

PLEASE LIST 3 LOCAL REFERENCES OF HOST

Name: _____ Email: _____ Daytime Phone: _____

Name: _____ Email: _____ Daytime Phone: _____

Name: _____ Email: _____ Daytime Phone: _____

EVENT DETAILS

Event Name: _____

Event Date and Time: _____

Event Location: _____

Estimated Attendance: # _____ Target Audience: _____

Event Description & Details: _____

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

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

BUDGET and BENEFITS

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 be turned over to WID within 30 days of event with a final budget Yes No (Explain) _____

Please select which category your event falls into:

- We are committed to donating a minimum of \$500* from the Third Party Event. If so, your event will receive marketing exposure (detailed further in this contract).** Because of the marketing exposure provided by Women In Distress, by selecting this category, you agree to make a minimum donation of \$500, even if your event does not make the anticipated revenue.

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 materials for distribution (you must make an appointment to collect the materials from WID)
 If space is available, pre-event listing in WID e-newsletter (sent to 11,000+) Flyer posted WID website:
<https://www.womenindistress.org/events/third-party-events/>
 Post-event recognition on WID website for up to 1 month post-event) at
<https://www.womenindistress.org/events/third-party-events/>

- Those who will donate any amount under \$500 will receive a listing website here:**
<https://www.womenindistress.org/events/third-party-events/>

AGREEMENT

By signing below, the host agrees to abide by the outlined policies and guidelines and understands and agrees that:

- a. **If you indicated your event will raise a minimum of \$500, and WID provides marketing exposure, you are committing to donating a minimum of \$500, even if your event does not make the anticipated revenue.**
- b. The event/activity must be in good taste and be consistent with WID's mission;
- c. 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;
- d. No volunteers or WID staff are guaranteed to attend.
- e. WID reserves the right to not approve or void this contract at any time, and will provide email notice to host.

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: _____

Please return your completed application to:

Mail: Women In Distress, Attn: Events, P.O. Box 50187, Lighthouse Point, FL 33074

Fax: (954) 832-9487 (Attention: Events)

Email: jhouse@womenindistress.org

Event Proposals are usually reviewed every Monday. You will be notified the following Tuesday.

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