

## **Thank you for your interest in hosting an event to benefit Boys & Girls Clubs of Cleveland!**

Thanks to the support of people like you, nearly 1,000 Cleveland kids walk through the doors of a Boys & Girls Club after school each day. At the Club, kids get homework help, play sports, make friends, find artistic opportunities and learn how to become leaders. Your event helps to make that possible.

We review each third party event request on a case-by-case basis. Please review the following overview and guidelines to ensure your proposed event fits our approved criteria.

### **Definition**

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Boys & Girls Clubs of Cleveland defines a third party event as any independent fundraising activity initiated by an external party to support BGCC's mission and programs. More specifically, it is any event, promotion, sale or donation drive outside of the following primary organizational events:

- Breakfast of Champions
- Race for Kids
- Taco Bell Charity Golf Classic
- Champions Reception

### **Application Process**

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Please review the third party event guidelines provided below. After reviewing, please complete and submit the Third Party Event Proposal Form at least 30 days in advance of your event. Boys & Girls Clubs of Cleveland will review your proposal and approve or deny the request within one week of submission.

Please note: Approval must be obtained before Boys & Girls Clubs of Cleveland's name or logo can be used in any promotion of your event or activity.

### **Event Guidelines**

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All third party fundraising activity must adhere to the following standards:

#### **General**

- Third-party event organizers are responsible for obtaining all necessary permits and clearances required by local and state government as well as for complying with all applicable laws
- Event organizers are responsible for obtaining appropriate insurance coverage, as necessary
- BGCC cannot be held liable for details associated directly or indirectly with the event, including, but not limited to: expenses, purchases, insurance or liability coverage

#### **Financial**

- BGCC will not reimburse third party event organizers for the purchase of goods and/or services
- Checks must be made payable to: Boys & Girls Clubs of Cleveland
- Only checks made payable to Boys & Girls Clubs of Cleveland and direct cash donations, clearly labeled with donor information, will be provided with a tax deductible acknowledgment letter in accordance with IRS and state tax regulations



## *Third Party Events: Overview & Guidelines*

### Promotional

- Any mention of the organization's name should include an ampersand; Correct usage: Boys & Girls Clubs of Cleveland, Incorrect usage: Boys and Girls Clubs of Cleveland
- Event materials should reflect BGCC as a beneficiary, not as a host or sponsor (i.e. "proceeds from \_\_\_\_\_ will benefit Boys & Girls Clubs of Cleveland")
- All event materials mentioning Boys & Girls Clubs of Cleveland must be reviewed and approved prior to distribution