



Special Events

Application and Agreement for
Third Party, Peer-To-Peer and
Community Fundraising Events



BOYS & GIRLS CLUBS
OF THE VALLEY



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OF THE VALLEY

Mission Statement

To enable young people, especially those who need us most, to reach their full potential as productive, caring, responsible community members.

For over 70 years, BGCAZ has been creating equity and opportunity for youth through academic, social, and workforce opportunities. We help young people make healthy decisions and focus on social and emotional development to build resilient young adults. Most importantly, we work to develop strong character and leadership skills by creating positive connections to caring adults and their community.



BGCAZ.ORG



@BGCArizona



Thank you for your interest in hosting a fundraiser for Boys & Girls Clubs of the Valley (BGCAZ).

We gladly welcome requests from individuals, businesses and organizations to host fundraisers such as special events, donation drives, third-party or peer-to-peer fundraisers on behalf of BGCAZ.

Your efforts to raise money and awareness will support our four outcomes: Academic Success, Good Character & Leadership, Healthy Lifestyles and Workforce Readiness.

When school is out, youth and teens need productive, engaging programs to enjoy during those out-of-school hours. BGCAZ fills the critical need for out-of-school supervision and care by providing a safe, nurturing environment for kids to learn, create, socialize, exercise and grow.

To get started, please fill out this application and accept the terms and conditions.

All fundraising events benefiting BGCAZ must be approved in advance. Please complete the application and submit to BGCAZ for approval at least 30 days prior to conducting and/or publishing your event.

We are grateful for your involvement and delighted to be partnering with you. **THANK YOU!**

Our Contact Information

Boys & Girls Clubs of the Valley (BGCAZ)

4309 E. Belleview Street, Building #14, Phoenix, AZ 85008
(602) 954-8182 | BGCAZ.org | FB, Instagram, Twitter, LinkedIn

Contact

Jen Ensley, Special Events Manager
(602) 343-1222 | jennifer.ensley@bgcaz.org



Your Support Changes Lives

You can help us change lives by planning and executing your own community fundraising event. These fundraisers can be anything and happen anywhere.

Some ideas include:

- **Run/Walk/Climb/Cycle** — Ask for pledges for miles, steps or spins
- **Golf Tournament, Cornhole Tournament or Motorcycle Cruise-In** — Acquire sponsorships and/or charge participant fees
- **Birthday/Wedding/Other Special Occasion** — Ask guests to donate in lieu of gifts
- **Workplace Dress Down Day, Pay to Park or Vacation Day** — Collect dollars for a Friday dress-down, pay to park close by or give a day off to an individual or team with greatest percentage of tax-credit donations
- **Lemonade Stand/Bake Sale** — Involve your kids to help Club kids
- **Silent Auction/Raffle** — Raise money by including a silent auction or raffle at your next gathering
- **Bunko Night, Poker Night, Wine/Beer Tasting** — Charge a fee to attend the tasting. Add in a raffle or auction to add to your fundraising goal!



“ I cannot describe the peace of mind I have knowing my kids are not only safe – but also happy when they are at the club. I like the sports they offer, as well as the homework club.

— Parent ”



Special Event Guidelines

- Events must comply with all federal, state and local laws governing charitable fundraising, gift reporting and special events. The IRS requires all tickets, invitations or entry forms state what portion of the contribution is tax-deductible and any portion that is considered non tax-deductible.
- Event activities cannot be in conflict with BGCAZ values.
- The event organizer is responsible for obtaining any necessary permits, licenses and clearances as required by law.
- The event organizer must obtain appropriate insurance coverage, if necessary. BGCAZ must be named as an additional insured.
- Boys & Girls Clubs of America and BGCAZ will not assume any legal or financial responsibility for your event.
- The event organizer(s) must seek approval from BGCAZ to repeat an event in each succeeding year.
- BGCAZ does not release its proprietary mailing list to third parties.
- Before soliciting businesses for sponsorship or donations, you must receive approval from BGCAZ. Many organizations already have a long-standing partnership with BGCAZ and may not wish to make additional donations.

Promotional Guidelines

- Use of the BGCAZ logo will be granted to events/promotions that can guarantee \$2,500 or greater in their donation. Use of Boys & Girls Clubs of the Valley name may be used for events/promotions raising \$2,500 or less.
- BGCAZ and Boys & Girls Clubs of America logos are registered trademarks and cannot be legally reproduced without permission. BGCAZ logos cannot be altered in any way or used in any other format other than to promote BGCAZ.
- BGCAZ should only be listed as a beneficiary of the event and never in the title of the event.
- Promoting the event in any way is not allowed until written permission is granted and received from BGCAZ by way of an approved Special Events Application form.
- Any promotion to provide a portion of sales or proceeds must clearly state "Proceeds will benefit Boys & Girls Clubs of the Valley."
- Participants should be informed they may be photographed and any photos submitted to BGCAZ can be used for news or promotional purposes in future BGCAZ publications, including social media.





Event Support

Boys & Girls Clubs of the Valley can:

- Offer event planning advice and expertise
- Provide a letter of authorization stating you are raising funds to benefit BGCAZ
- Provide donation forms
- Assist with promotion of your event when appropriate through press releases, website and social media
- Attend event or check presentation as schedule permits
- Provide acknowledgements and tax receipts to donors who make contributions payable to BGCAZ
- Provide event recognition via print, web and social media outlets

Boys & Girls Clubs of the Valley cannot:

- Extend our tax exemption to you
- Provide primary insurance coverage
- Provide funding or reimbursement for expenses
- Solicit donations for your fundraising event
- Provide mailing lists of BGCAZ constituents
- Guarantee media coverage
- Guarantee attendance at an event or check presentation
- Host the event
- Sponsor your event
- Endorse individuals, companies, programs, products or services

Donation Guidelines

- Event proceeds should be submitted to BGCAZ within seven (7) days following the completion of your event or as agreed to in writing. Proceeds should be mailed or delivered to:

Boys & Girls Clubs of the Valley
4309 E. Bellevue Street, Building #14
Phoenix, AZ 85008

- Contributions are tax-deductible only if they are made directly to BGCAZ.
- Online fundraisers should use JustGiving, a fundraising platform used by BGCAZ.
- The event organizer is responsible for collecting and reporting to BGCAZ the name and contact information of all sponsors and donors.
- Donor information must accompany any monetary donation in order for a tax receipt to be provided. Use the Third Party Fundraising Donor List provided and include date, name, address, gift amount and if the donation was cash or check. Donations made online using the BGCAZ website or JustGiving will be issued a receipt automatically.
- The event organizer is responsible for informing participants the tax-deductible amount of a donation is only the amount over and above the fair market value of goods and services provided. Purchased items, like raffle and auction items, are typically not tax-deductible.
- By providing personal information, community event donors grant permission to receive communication from BGCAZ. Individuals will have opportunities to opt out of future communications.
- BGCAZ is authorized to audit all fundraising records and expenses of your event.
- No proceeds may be kept as profit for organizing the event.



OUR PROGRAMS
AREN'T JUST FUN –
**EVERYTHING WE DO
HAS A PURPOSE.**

*BGCAZ provides economic, social
and academic opportunities to
create equity for all youth.*

PRIORITY OUTCOMES



Academic Success

Graduate from high school ready
for college, trade school,
military or employment.



Good Character & Leadership

Develop strong character and take
actions that make a positive
difference in the community.



Healthy Lifestyles

Adopt a healthy diet, practice
healthy lifestyle choices and make
a lifelong commitment to fitness.



Career Pathways & Workforce Readiness

Build knowledge, skills and learning
experiences to prepare for the
21st century workforce and
lifetime economic potential.

Your Fundraiser will make a difference!

Every \$1 invested in Boys & Girls Clubs of the Valley
generates \$18.22 in positive benefits to the community.

YOUR IMPACT:

\$1,500 = **HELP 15 KIDS PLAY
SPORTS ALL YEAR**

\$2,500 = **SUPPORT A CLASS
OF 10 STUDENTS FOR
TWO MONTHS OF
DISTANCE LEARNING**

\$5,000 = **SPONSOR 10 KIDS
FOR SUMMER**

\$7,500 = **COVER PROGRAM
FEES FOR 25 KIDS
FOR A FULL YEAR**

GREAT FUTURES START **HERE.**

**BGCAZ YOUTH
AND TEENS
SERVED OVER**

16,000

**HOURS OF
COMMUNITY
SERVICE**

**MAKING
A DIFFERENCE**

93%

**OF PARENTS AGREE
THAT OUR FREE MEAL &
SNACK PROGRAM IS
IMPORTANT TO
THEIR FAMILY**



816,629

**TOTAL SNACKS AND
MEALS SERVED**

*Program Year 2018-2019: Transitioned to using USDA CACFP/SFSP
Program Year (PY) 10/1/18-09/30/19. Meal and snack served numbers in
previous year were based on the BGCMP fiscal year dates.



Third Party, Peer-To-Peer and Community Fundraiser Application and Agreement

Event Organizer Information

Name: _____

Email: _____

Phone: _____

Name of Organization/Company/Individual planning the event: _____

Event Information

Event Name: _____

Event Date(s): _____ Start/End Time: _____

Location/Address: _____

Event Website: _____

Estimated Attendance: _____

Is the Event: ☐ Open to the public ☐ By invitation only

Is this a first-year event? ☐ Yes ☐ No, this will be the ____ year.

Does your event require a city or state license? ☐ Yes ☐ No

Briefly Describe Your Event

Why have you selected Boys & Girls Clubs of the Valley as the beneficiary of this event?

Are there other beneficiaries besides Boys & Girls Clubs of the Valley? If yes, please list the organizations:

What participation or resources, if any, do you request from Boys & Girls Clubs of the Valley?

Will the BGCAZ logo be requested for promotional purposes? (check one) ☐ YES ☐ NO

- If so, how will the logo be used? Please see Promotional Guidelines. Use of the BGCAZ logo will be granted to events/promotions that can guarantee \$2,500 or greater in their donation. Use of Boys & Girls Clubs of the Valley name may be used for events/promotions raising \$2,500 or less.

Form continues on reverse side. ►

How will you publicize your fundraiser? _____

Please provide all your social media handles:

☐ FB: _____ ☐ Twitter: _____ ☐ Instagram: _____ ☐ LinkedIn: _____ ☐ Other: _____

Please list any sponsors tied to this event (e.g. corporate, media partners, etc): _____

Financial Information *(Please Estimate)*

Total Event Proceeds/Goal: _____

Total Expenses: _____

Will an admission/ticket fee be charged? ☐ Yes ☐ No If yes, how much? \$ _____

Will the event generate other revenue (sponsorships, auction, etc) ☐ Yes ☐ No

Please specify: _____

Describe how funds will be raised and the terms of your donation to BGCAZ (ie. 100% of event proceeds, 75% of ticket sales, 100% of auction/raffle proceeds.) _____

Does your company plan to match the amount raised? ☐ Yes ☐ No

Terms of Agreement

The organization/individual sponsoring the event assumes all risks and liabilities associated with the event and hereby releases and holds harmless Boys & Girls Clubs of America and Boys & Girls Clubs of the Valley and its directors, officers, employees, agents and successors and assigns from and against any and all claims, damages, liabilities, costs and expenses, including reasonable attorney's fees, arising out of or which may occur in conjunction with the event, including, without limitation, any personal injuries or damage to property which may occur in conjunction with the event.

- I/we agree that if the event I/we wish to coordinate is approved by Boys & Girls Clubs of the Valley, I/we agree to abide by the community special events policies and guidelines documented in this packet. It is also agreed that the funds raised from the activity will be remitted to Boys & Girls Clubs of the Valley within seven (7) days of the event or within alternative terms mutually agreed upon.

PROPOSED BY:

APPROVED BY:

Signature of Event Organizer

Jennifer Ensley

Signature of authorized Boys & Girls Clubs of the Valley representative

Print Name

Special Events Manager

Print Name

Title

Title

Date

Date

Please remit this Application and Agreement to Jen Ensley at jennifer.ensley@bgcaz.org.

All fundraising events benefiting Boys & Girls Clubs of the Valley must be approved in advanced.

Complete the application at least 30 days prior to conducting and/or publishing your event.



Third Party Fundraising Donor List

Organization: _____

Event Name: _____ Event Date(s): _____

Event Organizer's Name: _____ Date: _____

Date	Donor Name	Mailing Address and/or Email Address	\$ Amount of Gift	Type of Donation	
				Check	Cash

Donor information must accompany any monetary donation in order for a tax receipt to be provided.
Donations made online using JustGiving will be issued a receipt automatically.

(PHOTOCOPY AS NEEDED)