



**BOYS & GIRLS CLUB
OF ROCHESTER**

Thank you for your support of Boys & Girls Club of Rochester. We appreciate your involvement. Below are the guidelines to help ensure a positive experience for all and to permit you to use our name.

1. Any fundraising event that involves the use of Boys & Girls Club of Rochester's name or refers to the club in any way **must be approved at least 30 days in advance by the club office.**
2. **All advertising copy and promotional materials must be submitted to Boys & Girls Club of Rochester's office for approval prior to production.** This includes invitations, news releases, public service announcements, posters, banners and flyers. Boys & Girls Club of Rochester will provide speaking points on our organization to be used for interviews.
3. **Use of the Club's name in any way that creates or implies liability for the event by Boys & Girls Club of Rochester is strictly prohibited.** The club shall only be identified as the beneficiary of the event. For example, the phrase "benefiting Boys & Girls Club of Rochester" is acceptable. The words or any form of these words "Partnership" or "Collaboration" are prohibited. If Boys & Girls Club of Rochester will not receive 100% of the proceeds from the event, then the exact percentage of proceeds that benefit the club must be clearly stated on all invitation copy, advertising and promotional materials.
4. Events must comply with all federal, state and local laws governing charitable fund raising, gift reporting and special events. The State of Minnesota regulates all fundraising activities and we follow all IRS laws for charitable giving. Also, the event organizer is responsible for obtaining any necessary permits, licenses or insurance.
5. Club representation may be available for the event; however, the request must be made at least 30 days prior to the event. Determination for representation or support will be based upon availability, date of event and past success rate.
6. **Boys & Girls Club of Rochester cannot assist with solicitation efforts for donations, volunteers or provide celebrities.**
7. Boys & Girls Club of Rochester must be notified if you plan to contact businesses, individuals or organizations for contributions of any kind. **A list of potential sponsors must be reviewed and approved by club before being solicited.**
8. Boys & Girls Club of Rochester can provide a letter of authorization to be used to validate the authenticity of the event, assist you in designating your contribution to a specific area of interest within the club and provide written tax receipts to donors, if appropriate. We may be able to provide publicity.

All net proceeds must be submitted to Boys & Girls Club of Rochester within 45 days of the actual event. Boys & Girls Club of Rochester will not incur any expenses before, during or after the event.

Please sign and date to indicate that you have read and accept the above policies. A full copy of Boys & Girls Club of Rochester's Policy on Partnerships & other Relationships is available upon request.

Signature: _____ Date: _____

QUESTIONNAIRE

Are you a professional consultant/fundraiser? _____ 501(c)3 number: _____

Please give a brief description of the planned event and specifically how the funds will be raised:

Date & Time of Event? _____

Location of Event? _____

Will you guarantee a minimum contribution of \$1,000? Yes No

What are the proceeds you expect to generate? _____

Will 100% of the proceeds be donated to Boys & Girls Club of Rochester? Yes No

If not, with whom will the proceeds be shared? _____

What is the percentage amount to be received? _____

Will there be any gaming at the event? (pull tabs, raffles, chances to win? _____

Will the event be advertised or publicized? Yes No

Tell us how: _____

(Please attach any written material that will be distributed.)

Do you request a staff member from Boys & Girls Club to be present to receive donation? Yes No

If so, what time? _____

Additional Comments: _____

FOR INTERNAL USE ONLY

Approved

Denied

Staff Signature _____

*Boys & Girls Club of Rochester-1026 East Center Street-Rochester, MN 55904 -Phone: 507-287-2300-
Send completed questionnaire to: LTrotman@bgclubroch.org*