



Big Brothers Big Sisters of the Ocean State

EXTERNAL EVENT APPROVAL POLICY & APPLICATION FORM

Thank you for your interest in holding a special event for Big Brothers Big Sisters of the Ocean State (BBBSOS). We appreciate your desire to help us transform the lives of children facing adversity through our mentoring programs.

We are grateful for all the support we receive from organizations and the greater community. To help you organize your event, BBBSOS has put together a list of points that should be adhered to, to protect all participating parties.

- The organizer of any fundraising event or activity needs to abide by all applicable legislation and apply for any permits/permission that may be required. This is inclusive of all raffles, bingo, vending tickets, other games of chance or any public appeal. If you require guidance in this area, please call us. Copies of any permits should be sent to BBBSOS office.
- Organizers are advised to ensure they have the relevant insurance and indemnity considered necessary in association with any event involving the general community or individual members of the public. The sponsor must hold BBBSOS harmless from any and all claims that may arise with this event. Our insurance policy does not cover events conducted by external fundraisers.
- Organizers wishing to use our name and logo must gain approval first. A proof of the suggested use of the logo must be submitted to the office for approval.
- All publicity in reference to the fundraising event/activity should clearly state that the event/activity is being organized by (name of organizer/company). Press releases or advisories must be submitted to BBBSOS for approval. All promotional material must be worded in such a way as to make it clear that BBBSOS is either the only beneficiary, or is one of a number of charities benefiting from the event.
- Organizers shall perform all things necessary for the successful completion of the event, and shall assume full obligation and responsibility for payment of expenses in connection therewith, without regard to the amount of funds collected for the event. BBBSOS will not underwrite any portion of the event, nor be responsible for any expenditure related to the event.
- BBBSOS will do its best to provide representation, but due to conflicts or high demand we can not commit all of our staff or volunteer resources.
- BBBSOS will determine how funds will be used by organizer according to the "area of greatest need."
- **Organizers please complete the attached form and forward it to BBBSOS for approval before conducting an event.**

THANK YOU FOR YOUR SUPPORT!!



Big Brothers Big Sisters of the Ocean State

EXTERNAL EVENT PROPOSAL & NOTIFICATION FORM

Big Brothers Big Sisters of the Ocean State (BBBSOS) is grateful for the support of generous people in the community. To enable us to keep in touch with its supporters and to comply with its legal obligations, we keep a register of fundraising events. **Please complete and return it to: BBBSOS, Attn: Emily Notardonato, 1540 Pontiac Avenue, Cranston, RI 02920.**

Title: _____ First Name: _____ Last Name: _____				
Company Name: (if applicable) _____				
Address: _____				
Telephone: _____		Mobile: _____		Email: _____
Fax: _____		Position within Company _____		
Name of Event: _____				
Description of fundraising activity: _____				
Size of event: <input type="checkbox"/> less than 20 people <input type="checkbox"/> 20-50 <input type="checkbox"/> 50+ <input type="checkbox"/> 100+ <input type="checkbox"/> 250+				
Event Location: _____			Date: _____	
Please state other beneficiaries from this event (if any):				
I agree to comply with any legal requirements and with BBBSOS conditions for fundraising.				
Signed: _____			Date: _____	

BBBSOS reserves the right to refuse permission to execute an event and fundraise on its behalf or to rescind its permission at any time.

EVENT APPROVAL

This authority to hold an event and fundraise on behalf of BBBSOS applies only to the event described on this form. Signed and approved on behalf of BBBSOS:

Signature: _____ Date: _____

Donations should be made payable and sent to BBBSOS, 1540 Pontiac Avenue, Cranston, RI 02920

Once we receive this form, we will contact you to discuss
how we can work together to make your event a success.

THANK YOU FOR YOUR VERY GENEROUS SUPPORT!!