

# Put the FUN in Fundraising!

## FUNDRAISING KIT

# agreement

Please read the following and sign:

I have spoken to a Big Brothers Big Sisters of the Ocean State representative about tax receipting and the CRA guidelines as it relates to the planning of this event. I have read and understand the Big Brothers Big Sisters of the Ocean State Third Party event Guidelines as well as my role as an event organizer.

This event in no way represents a joint venture or partnership.

<b>Event Income</b> Expected/Goal	\$
<b>Event Expenses</b> Expected	\$
<b>Net Event Income</b> Expected	\$

### Acceptance of Guidelines

By signing below I/we acknowledge that I/we have read the Third-Party Fundraiser Guidelines for Big Brothers Big Sisters of the Ocean State (BBBSOS) and agree to follow all guidelines as well as any additional terms agreed upon with BBBSOS in connection with this event/activity. By publicly advertising BBBSOS as the recipient of proceeds from this event, I/we accept the obligation to provide the full amount of the indicated proceeds to BBBSOS within 30 days of the event.

*Note: The organization/group agrees to ensure that all materials borrowed are returned promptly and in the same condition they were received. The sponsoring organization/group agrees to accept responsibility for damage or loss of materials borrowed from Big Brothers Big Sisters of the Ocean State.*

NOTE: A signed copy of this agreement must be on file at Big Brothers Big Sisters of the Ocean State before proceeding with your event. Tax receipts will not be issued unless you have discussed your event with a Big Brothers Big Sisters of the Ocean State representative. Please note that a full event accounting is required before tax receipts can be issued.

\_\_\_\_\_  
Signature of fundraiser Representative

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Date (Please Print)

\_\_\_\_\_  
Signature BBBSOS Representative

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Date (Please Print)

Please Scan/Email/Fax to:  
Events@BBBSOS.org or Fax: 401.921.0767

