



## Third Party Fundraiser Event Guidelines Form

Big Brothers Big Sisters appreciates all organizations who want to help us further our mission. Due to limited staff resources, there are guidelines in place for those groups who wish to hold a fundraiser with the proceeds benefiting Big Brothers Big Sisters of the Midlands.

### Guidelines

- The Big Brothers Big Sisters of the Midlands (BBBSM) name and/or logo cannot be used to promote a third-party event without prior approval from the Big Brothers Big Sisters of the Midlands' development department. All approved third-party fundraisers should submit copies of print materials which include BBBSM logo/name prior to printing.
- Big Brothers Big Sisters of the Midlands asks that you do not organize a third-party fundraiser that includes lotteries, gambling, raffles or drawings without first discussing it with the BBBSM's development department. Any fundraiser that requires any type of special license should be first discussed with and approved by Big Brothers Big Sisters.
- Big Brothers Big Sisters of the Midlands will not be responsible for any expenses incurred for a third party fundraising activity.
- The third-party fundraising activity should be one that does not conflict with the mission of Big Brothers Big Sisters (if unclear, contact Big Brothers Big Sisters).
- Fundraisers shall state the terms of the donation BBBSM can expect from the event/campaign (for example, 50% of profits, one-time donation of \$1,000, or all proceeds). This information must be made specific in event/campaign promotions.
- Your third-party fundraiser should not conflict with an existing Big Brothers Big Sisters' fundraising event.
- Big Brothers Big Sisters does not insure any third-party fundraisers.
- Contact us with any additional questions you may have.

**I have read and agree to follow Big Brothers Big Sisters' Third-Party Fundraiser Guidelines.**

X \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title



**Big Brothers  
Big Sisters®**  
OF THE MIDLANDS

**Third Party Fundraiser  
Event Description Form**

Sponsoring Organization/Individual: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Secondary Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date and Times of Event: \_\_\_\_\_

What is your estimate of total revenue to be raised by event? \_\_\_\_\_

What percentage or set amount will go to BBBS and in what form? \_\_\_\_\_

By what date will the donation be made to BBBS? \_\_\_\_\_

How do you plan to publicize the event? \_\_\_\_\_

What are your expectations of BBBSM? (volunteers at event, publicity, etc.)

What other businesses or organizations will be involved in the event? \_\_\_\_\_

Please sign and return this form to Lauren Mohatt, Events Manager. Email: [lmohatt@bbbsomaha.org](mailto:lmohatt@bbbsomaha.org),  
Fax: 402-330-2492 or Mail: Big Brothers Big Sisters of the Midlands, 10831 Old Mill Road Suite #400,  
Omaha, NE 68154. Thank you!

X \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name