



resourcecenter

Third Party Event Form

Thank you for your interest in hosting an event to benefit Resource Center (the Center). It is because of your generous efforts that we are able to serve the lesbian, gay, bisexual, transgender and queer/questioning (LGBTQ) and HIV communities in North Texas. Please provide us with the following information below, so that we have a record of your event and are aware of your specific needs. Please fax or email your completed application to the Center's development department at 214-522-4604 or development@myresourcecenter.org. Third Party Events must be approved by the Development Department.

Contact Information

Sponsoring Organization: _____

Contact Person(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email Address: _____

Benefit Details

Event Name _____

Date & Time _____ Location _____

Event Description (please include ticket price or entrance fee information if applicable) _____

Expected number of attendees _____

Percentage of proceeds to benefit the Center (please note: the Center does not participate in events in which donations are used to cover the expenses of the event) _____

Please name any other charitable organizations that will benefit from this event _____

Do you have any special needs or requirements from the Center? Please be specific (volunteers, promotion, agency materials, etc.) _____

Have you previously hosted and/or participated in an event for the Center? Yes No

If you have previously hosted a benefit for the Center, please tell us the name and date of the event.

Event Name: _____ Date of Event: _____

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Why have you chosen the Center as the beneficiary for your event? _____

GUIDELINES & LOGO USAGE REQUIREMENTS

Resource Center is accountable to the public for fundraising activities using the Center’s name. To this end, the following guidelines have been developed to serve as standards for those who organize special events, benefits or promotions on behalf of the Center.

- ALL promotional material and event collateral must be approved by the Center’s Development Department BEFORE distribution.
- Use of the Center’s logo must conform to agency logo standards and may not be used without express written approval.
- The event organizer is responsible for ensuring the Center receives proceeds from the event. Proceeds are requested no later than two weeks after the event unless prior arrangements have been made with the Development Department. Donations may be mailed to Resource Center, ATTN: Cameron Hernholm P.O. Box 190869, Dallas, Texas 75219. Donations may also be delivered to our office at 5750 Cedar Springs Rd., Monday through Friday from 9:00 a.m. to 5:00 p.m.

RESOURCE CENTER STAFF ONLY

Approved _____ By:Date: _____

Event Contact: _____ Date: _____

Save the Date _____ Sent: _____

Resource Center logo and graphic standards emailed to: _____

Additional Notes: _____



FAQ

May I use the Center's logo for fundraising?

Once approved, you may use the Center's logo for fundraising. However, in order to ensure that you are following the Center's branding guidelines, please contact the Development Department to review your event materials.

What support can the Center provide for my event?

- Offer event planning expertise and advise.
- Provide a letter of support to be used to validate the authenticity of the event and its organizers.
- Provide limited existing promotional and educational materials for your events such as banners and brochures.
- Provide the official Center logo for use on promotional materials.

I would like Center staff to speak or volunteer at my event.

We receive many more requests than our staff to handle. We may, occasionally, be able to provide speakers or volunteers. Please send us a written request at least two weeks in advance from the date of the event.

Will the Center provide tax receipts for donations?

The Center will provide tax receipts for donations made directly to us either through our website or by check made out to Resource Center.

Can the Center provide tax receipts for any in-kind donations I receive for my fundraising event?

The Center cannot provide acknowledgment for tax purposes on donated goods (e.g. items for auction) or services (e.g. donated advertisements, printing).

Can the Center sponsor my event or reimburse me for the cost of holding my fundraising event?

We cannot sponsor or solicit sponsorship or reimburse expenses for your fundraising event. Please let us know if you recruit underwriters/sponsors for your event to avoid conflicts with our own solicitation efforts. In addition, all your promotional materials should note that:

- The Center is not the event sponsor and funds are being raised by you/your organization to benefit the Center.
- The portion of donation, event ticket price or proceeds that will be directed to the Center.

I would like to invite the Center's supporters to my event. Can the Center provide me with a list?

To protect our donors' privacy, the Center does not share its donor list. However, with a minimum of two weeks' notice, we may be able to share details about your event through our social media outlets (Facebook, Twitter, etc.).