**Third Party Fundraising**

 **12 Frequently Asked Questions**

**Can I use the Boys & Girls Clubs of Hartford name and logo?**

Once your fundraiser is approved, we will provide you with Boys & Girls Clubs of Hartford’s logo for your marketing materials.

We ask that if you use the BGCH name and/or logo, we can review the material before it is printed, distributed, or placed on your website. Please don’t forget to remove the Boys & Girls Clubs of Hartford logo after no more than 30 days after the conclusion of your fundraiser.

 **How long does it take to get my fundraiser approved?**

Applications will be approved within ten business days of receipt.

**Do I need to create a 501c3 (non-profit) organization to host a fundraiser for Boys & Girls Clubs of Hartford?**

No, anyone can host a fundraiser for Boys & Girls Clubs of Hartford with our approval. We can provide an authorization letter confirming your legitimacy to raise money for the benefit of the Boys & Girls Clubs of Hartford.

**Can someone from Boys & Girls Clubs of Hartford help me plan my fundraiser and attend and/or speak at my event?**

Unfortunately, as a nonprofit with limited staff and resources, we cannot assist in the planning, promoting or staffing third-party events. When possible, we would be happy to provide guidance and answer any questions you may have to be successful. We do our best to attend events supporting Boys & Girls Clubs of Hartford, but we cannot guarantee the attendance of any BGCH staff or members.

**Can Boys & Girls Clubs of Hartford help me get a permit and/or license for my fundraiser?**

BGCH is unable to assist with obtaining any permits or licenses.

**Can Boys & Girls Clubs of Hartford provide insurance for my fundraiser?**

Boys & Girls Clubs of Hartford are unable to provide insurance certificates. The event organizer is responsible for obtaining insurance if necessary.

**Can I use the Boys & Girls Clubs of Hartford’s Tax Exemption Number?**

Because this is a third-party fundraiser and Boys & Girls Clubs of Hartford is not the host, you will not be able to use our IRS 501(c)(3) charitable classification, federal tax ID number, or tax-exempt certificate.

**Will each of my donors get a receipt?**

BGCH cannot issue charitable tax receipts for donors or sponsors who make payments directly to your third-party fundraiser. If your donor wants a receipt, please be sure the check is made payable to the Boys & Girls Clubs of Hartford and leave the check in its original form before sending it to the organization.

**How do I open a bank account for my event?**

It may be beneficial to open a non-interest-bearing checking account or benefit account, at a local bank, in the third party’s name. Please do not open an account using Boys & Girls Clubs of Hartford’s name or information.

**Can I pay myself back for expenses I’ve incurred?**

As a host of a third-party fundraiser, you are responsible for covering all expenses and cannot be reimbursed by Boys & Girls Clubs of Hartford. As you plan, it may be good to consider keeping some funds on hand to help pay your expenses.

**Can we have a check presentation at the Boys & Girls Clubs of Hartford?**

Yes, we can arrange for a check presentation to be held at the Boys & Girls Clubs of Hartford after your fundraiser. Please contact the Development Department to schedule a time.

**Should I send a personal thank you letter or card to my donors?**

Of course! It is important to thank everyone who was involved with your fundraiser.