



BOYS & GIRLS CLUBS
OF HARTFORD

**Third Party Fundraising
Event Application**

Date: _____

Sponsor Information

Organizer's Name: _____

Company/Organization Name (if applicable): _____

Address: _____
Street City State Zip

Cell Phone: _____ Email: _____

Company/Organization Website: _____

Fundraiser Information

Name of fundraiser: _____ Date(s): Time: _____

Type of fundraiser: _____ Location: _____

Description of fundraiser _____

Has this fundraiser taken place before? Yes No

If yes, when and who was the beneficiary? _____

Does your fundraiser require permitting and/or a license? Yes No

*Please note: As with any fundraising event or proposed raffle, please adhere to federal, state and local laws regarding gaming permits.

Budget/Fundraising

Will Boys & Girls Clubs of Hartford be the sole beneficiary of this event? Yes No

(If no, please list other beneficiaries) _____

Approximate number of people expected to participate: _____

Anticipated gross revenue \$ _____ Anticipated expenses \$ _____

How will expenses be paid? _____ Anticipated net revenue \$ _____

Anticipated donation to BGCH \$ _____ Date donation will be paid to BGCH? _____

*Please note payment must be made within 30 days following the event



Will the fundraiser be sponsored or underwritten by a company or organization business? Yes No

If yes, please specify all sponsors involved: _____

*Because BGCH solicits a large number of businesses, prior approval may be necessary before asking for donations. Please list all businesses, civic or social organizations, or foundations that will be or have been solicited for underwriting, sponsorship, in-kind giving, auction items or other contributions for this event.

Briefly describe how funds will be raised: _____

Yes, I would like the donation be used to support the overall mission of our Clubs.

No, I would like the donation to be used to support something specific

Please specify here: _____

Name of Insurer* _____

*BGCH may require the insuring of any special event/fundraiser. BGCH assumes no liability related to special events conducted on its behalf.

Publicity & Promotions

For publicity purposes, a contact name and number that can be publicly listed:

Name: _____ Phone: _____

Email: _____ Website: _____

How will the event be publicized? _____

Do you plan to use the Boys & Girls Clubs of Hartford logo or name on event materials? Yes No

*Review and approval must be received prior to printing materials with the BGCH logo or name.

Signature: _____ Date: _____

Please return completed application to:

Jessica Dolan, Director of Development Email: JDolan@BGCHartford.org

or

Boys & Girls Clubs of Hartford
Attn: Development Department
170 Sigourney St Hartford CT 06105