



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.