



**BOYS & GIRLS CLUBS  
OF THE FOX VALLEY**

## **Event Application**

Thank you for supporting the Boys & Girls Clubs of the Fox Valley! Your event will benefit more than 15,000 children and youth each year through the Club's programs and services.

**Donor Name:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Contact Person(s):** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**NAME OF EVENT:** \_\_\_\_\_

**DESCRIPTION:** \_\_\_\_\_

\_\_\_\_\_

**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**PLACE:** \_\_\_\_\_

**NUMBER OF EXPECTED PARTICIPANTS:** \_\_\_\_\_

**ESTIMATED AMOUNT YOU EXPECT TO CONTRIBUTE TO THE CLUB:** \_\_\_\_\_

**HOW DO YOU INTEND TO RAISE MONEY FOR THE EVENT?**

\_\_\_\_\_

\_\_\_\_\_

**MARKETING AND COMMUNICATIONS FOR THE EVENT** Please describe how you intend to market this event to the public, your clients, participants, etc.

\_\_\_\_\_

\_\_\_\_\_

**WHAT ARE YOUR EXPECTATIONS OF THE CLUB?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please submit application to Lauren Sumnicht, Special Events Coordinator, at [lsumnicht@bgclubfoxvalley.org](mailto:lsumnicht@bgclubfoxvalley.org) or call 920-750-8510 with questions.**



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## Frequently Asked Questions

### **When will I know if my fundraiser has been approved?**

Boys & Girls Club Resource Development staff will notify you within in three to five business days as to the approval status of your forms. We cannot endorse fundraisers that do not fit our mission and reserve the right to review and request additional information about your proposed event.

### **Will someone help me plan/run my event?**

Resource Development staff can provide support materials but you are responsible for managing your third party fundraiser.

### **Can I use BGCFV's name and logo?**

When your event is approved, Resource Development staff can provide you a logo to use for your promotional materials. Events staff must approve anything with our name and logo before it is printed or distributed. This includes websites and social media. Please allow three business days for approval. The use of the Boys & Girls Clubs of the Fox Valley logo and/or name must adhere to the Boys & Girls Clubs of America graphic standards as found at <http://marketing.bgca.org/LOGOS/Pages/welcome.aspx>. After the event has been approved, all representations of the Club name and/or logo in any form of media must again be approved by the Club.

### **Can I use BGCFV's federal tax identification number?**

BGCFV's federal tax identification number or forms may be provided to verify tax-exempt status.

### **Who do I make checks payable to?**

Checks can be made payable to Boys & Girls Clubs of the Fox Valley.

### **Will you issue tax receipts to my donors?**

We will acknowledge donors with a tax letter. You are responsible for providing donor information to Resource Development staff on the Sponsor and Gift In Kind Report. We cannot provide gift acknowledgements to donors who made gifts to you or any other organization.

### **Will you design any promotional materials for my event?**

You can use the BGCFV logo and flier template to create any promotional materials within our usage guidelines.

### **Can you send a press release or solicit media coverage for my event?**

You are welcome to contact local media regarding your event.

### **Can I have a raffle at my event?**

We cannot provide or lend our raffle license to outside organizations. You may hold a raffle if you hold a current raffle license and your raffle is compliant with the Wisconsin Department of Gaming regulations.

### **Will you provide insurance for my event?**

Boys & Girls Clubs of the Fox Valley cannot assume any liability for an event conducted on its behalf.