



# Third-Party Fundraising Project/Event Proposal Form

BIND: Brain Injury Network of Dallas is extremely grateful to the many individuals and organizations who wish to support our mission through fundraising events or campaigns. We are delighted that you have reached out to BIND to explore partnership. However, only those third-party fundraisers which meet specific criteria and benefit the organization will be considered for approval. Each event will be reviewed on a case-by-case basis.

Definitions: **Third-Party Fundraising Event** – A fundraising project or activity by a non-affiliated group or individual, where BIND has no fiduciary responsibilities and little or no staff involvement. **Project Organizer** – Person, group, organization or business hosting a third-party fundraising event to benefit BIND.

BIND must approve this proposal form prior to holding or publicizing your event. Please submit this form and have any materials approved before they are promoted, printed or produced.

*The following information must be provided to BIND for review and approval before you proceed with your fundraiser plans. Please complete the Proposal Form, review the Guidelines and submit the Proposal Form and the Agreement Form to: tara@thebind. Thank you!*

## REQUIRED INFORMATION

Name of Project/Event Organizer Company \_\_\_\_\_

Is your organization a registered 501c3 organization? If so, what is your legal name and EIN number?

\_\_\_\_\_

Date Submitted \_\_\_\_\_ Event/Project Date \_\_\_\_\_ Event Time \_\_\_\_\_

Contact Person(s) \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Website \_\_\_\_\_ Email \_\_\_\_\_

## EVENT DETAILS

Event Name \_\_\_\_\_

Estimated amount raised \$ \_\_\_\_\_ Amount/ Percentage donated to BIND \$ \_\_\_\_\_

Please provide a brief description of the event and how the event will raise funds/awareness (Pledges, ticket sales, product sales, sponsorships, auctions, etc.) \_\_\_\_\_

How are you promoting the event/activity (posters, social media, newsletter, radio, print, TV)? \_\_\_\_\_

Will any other organization also benefit from this event/fundraiser? If yes, please list them below: \_\_\_\_\_

Will the event be open to the public and would you like it posted to our Website? Yes\_\_\_ No\_\_\_

Will you request a BIND representative to attend your event? Yes\_\_\_ No\_\_\_

Will the representative be invited to speak? Yes \_\_\_ No \_\_\_

Proposed Agenda / Schedule Notes \_\_\_\_\_



# Third-Party Fundraising Project/Event Guidelines

## BIND CAN HELP WITH:

- Offer **advice and expertise** on the planning of your event or fundraiser.
- **Promote your event** in upcoming BIND communications based on timing.
- **Provide a BIND representative** (Member, Board Member, Volunteer or Staff) to attend your event depending on location, availability and advance notice.
- **Approve the use of the BIND logo** and provide it to be used on the website, apparel and/or print.
- **Provide a letter of support from BIND** to validate the authenticity of the event and its organizers.
- BIND can **issue thank you notes to your supporters**.
- **Provide BIND promotional materials** including brochures /flyers and at no cost.
- **Send acknowledgements** for BIND donations. Note: **Raffle / auction sales do not count as donations.**

## BIND IS UNABLE TO HELP WITH:

*Shared in advance to avoid disappointments or misunderstandings about BINDs role and support for your project.*

- **Promote your event anywhere other than on our social media and newsletter** based on BIND communications timing. **BIND is unable to produce promotional materials/ signage.**
- **Share access to BIND contacts** including donors, members, volunteers or community contacts.
- **Fund or reimburse any expenses** incurred throughout the planning and execution of the event.
- **Allow the BIND name to be represented as a partner, sponsor or organizer of this event.**
- **Guarantee attendance, ticket sales, raffle purchase or auction participation.**
- **Solicit sponsorship revenue.**
- **Guarantee a BIND representative or day of event support** (although we will do our best to accommodate all requests.)



# Third Party Fundraising Project/Event Agreement Form

Please read the following guidelines carefully and sign below:

Agreement between BIND: Brain Injury Network of Dallas

and

Project/Event Organizer (Company/Organization) \_\_\_\_\_

- I agree to pay all costs associated with collecting and sending the donations to BIND.
- By publicly naming BIND as the beneficiary of my event, I agree to donate the full amount or percentage of the net proceeds I have publicly stated that I will donate within 30 days following the event.
- I shall indemnify, defend and hold BIND harmless, including its directors, officers, employees, agents and volunteers from and against any and all suits, claims, demands, liabilities, damages, costs and expenses (including reasonable attorneys’ fees) arising out of or relating in any way to my business/organization and the fundraising activity.
- I agree that the BIND name and logo are important symbols which should not be misrepresented.
- I will direct any questions about tax receipt guidelines to BIND.
- If I decide to cancel my event but funds have already been collected, I will let those contributors know that the event has been cancelled and ask them how to proceed with their contributions.
- I agree to comply with all federal, state and local charitable solicitation statues, regulations and ordinances that affect or apply to me and the fundraising activity.
- I will apply due diligence in naming my event or in the creation of slogans and flyers not to use any copyrighted or trademarked material.
- I agree that BIND is not responsible for any financial loss and may withdraw support of the third-party event cancelling this agreement at any time. This includes the approval use of the BIND logo.
- I understand that prior to publicizing or holding the event, BIND must approve this proposal and use of name or logo in promotional materials.

I have read and understand the above terms and conditions.

Acceptance of agreement:

\_\_\_\_\_  
Event Organizer Authorized  
Representative Name

\_\_\_\_\_  
Signature  
Event Organizer Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
BIND Director Name

\_\_\_\_\_  
BIND Director Signature

\_\_\_\_\_  
Date

