

Third Party Event Agreement

Thank you for considering Big Brothers Big Sisters of Metro Milwaukee for your third party fundraising event. These events provide necessary funds to help Big Brothers Big Sisters match and support over 1,300 volunteer mentors and youth annually.

All events must be approved by Big Brothers Big Sisters in advance. This form must be returned to Big Brothers Big Sisters at least two months before the event begins. Your cooperation will help us guarantee consistency and quality in the events.

Your application will be reviewed and you will be notified of its status within one week of Big Brothers Big Sisters receiving the application. We reserve the right to review and request additional information before acting on a proposal. If circumstances warrant, Big Brothers Big Sisters may choose to opt out as a beneficiary of an event at any time with no obligation.

Once your fundraiser has been approved, we will provide you with logos for your marketing materials. Big Brothers Big Sisters must approve anything using our name and logo before it is printed or distributed, including websites and social media. Big Brothers Big Sisters will evaluate promotional materials within a week of receiving them.

Big Brothers Big Sisters cannot release employee, volunteer, family or children's personal information for any reason. Subject to review, Big Brothers Big Sisters can choose to send notifications of the event using our Constant Contact email system at our discretion.

Big Brothers Big Sisters will provide the following support:

- Logos
- Endorsement Letter
- Big Brothers Big Sisters informational materials
- Event posted on our web site: www.bbbsmilwaukee.org

Big Brothers Big Sisters WILL NOT provide the following support:

- Liquor licenses
- Bank accounts or processing of expenses
- Press releases for events
- Raffle license

Any funds raised at the event that are allocated as a donation to Big Brothers Big Sisters must be received no later than 30 days after the event takes place. If the event takes place over several days, Big Brothers Big Sisters must receive the allocated funds no later than 30 days after the final day of the event. If funds will not be available 30 days after the event takes place, the event organizer will establish a payment date prior to the event taking place.

We appreciate your time and generosity and want to make your event a great success. Please understand that it is not possible for a staff person to attend all third party events.

I understand that:

- All events to benefit Big Brothers Big Sisters must be approved by Big Brothers Big Sisters prior to the event.
- Big Brothers Big Sisters must approve all promotional materials that include the Big Brothers Big Sisters name and/or logo before they are released.
- The organization must be referred to as Big Brothers Big Sisters of Metro Milwaukee. Please refrain from abbreviations or shortened names.
- Big Brothers Big Sisters serves youth in Milwaukee and Waukesha counties; for that reason, events are limited to those geographic areas.

I/we have read and understand all of the Third Party Event guidelines stated above and agree to comply with all rules as stated. Please print your name, sign and date this form and retain a photocopy for your records.

Name of Event Organizer (Please Print)

Signature of Event Organizer

Date

Signature of Agency Employee

Date

Please complete the Third Party Event Proposal Form in its entirety, sign and date the Third Party Event Agreement, and return to:

Nancy Bong
Special Events Coordinator
Big Brothers Big Sisters of Metro Milwaukee
788 N. Jefferson St., Ste 600
Milwaukee, WI 53202-3739
Fax: (414) 607-0135
www.bbbsmilwaukee.org

If you have any questions about the Third Party Event Agreement or the Third Party Event Proposal Form, please call Nancy at (414) 831-4580 or email at nbong@bbbsmilwaukee.org