

# Third Party Fundraiser for Ouachita Children's Center Application

Please complete these forms in full and return pages 1 & 2

to: **Sallie Culbreth, Community Relations Director**  
**Ouachita Children's Center**  
**PO Box 1180**  
**Hot Springs, AR 71902**

If you have any questions about the guidelines or application, please contact Sallie Culbreth – [sculbreth@ocnet.org](mailto:sculbreth@ocnet.org) or 501-623-5591

Name of Group/Individual planning event: \_\_\_\_\_

I/We are a:

- Business       Non-Profit Organization  
 Community Club/Group       Church/School Group

Event contact person: \_\_\_\_\_

Mailing address \_\_\_\_\_

Telephone(s): \_\_\_\_\_

Email address: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Rain date, if applicable: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Event is:  Open to Public     Invitation only

Ticket price: \$ \_\_\_\_\_

Has this event taken place before? \_\_\_\_\_

If yes, when? \_\_\_\_\_

Will the amount raised be matched? \_\_\_\_\_

Briefly describe the fundraising components (purpose, ticket sales, auction, sponsors, etc.). Please use the back of this form if you require additional space. \_\_\_\_\_

What is your projected gross income? \$ \_\_\_\_\_

What are your projected expenses? \$ \_\_\_\_\_

**Note:** Please attach a detailed budget.

Please attach a general description of businesses (if any) you will be soliciting for sponsorship or in-kind contribution.

**Note:** Because so many events take place, we require this information so we may cross-reference businesses that may have already been contacted for another event.

If possible, would you like to have someone from Ouachita Children's Center present at your event? \_\_\_\_\_  
If yes, what role will they play? \_\_\_\_\_

How will the event be publicized – press releases, advertisements, flyers, etc.? \_\_\_\_\_

**Note:** Please attach any samples to the application

Do you plan to use any of our organization's logos in your promotional materials? \_\_\_\_\_

If yes, how would you like to receive the logo? \_\_\_\_\_

**Note:** Ouachita Children's Center must approve all publicity related items pertaining to your event.

Ouachita Children's Center requests that you display informational materials about our organization at your event.

Please indicate how many items we should provide to you for this purpose: \_\_\_\_\_

Do you have liability coverage? \_\_\_\_\_

**I have read the Third Party Event Guidelines provided to me by Ouachita Children's Center (page 3), and I understand the policies described. I hereby agree to abide by the aforementioned guidelines and hold harmless Ouachita Children's Center against any claims arising from the event.**

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Title of Responsible Party

\_\_\_\_\_  
Date

## Third Party Fundraiser Waiver for Ouachita Children's Center

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

I, \_\_\_\_\_, (*Third party event representative(s)*) intend to conduct a fundraiser to benefit **Ouachita Children's Center**.

As a condition in entering this agreement I agree to abide by the Third Party Guidelines.

I understand that **Ouachita Children's Center** is a non-profit organization and has not allocated a budget for this event. I accept all responsibility for the event, including expenses incurred by the event and any other liabilities related to the event or to the actions or inactions of \_\_\_\_\_ (*Third Party Event Organization name – in full*). Income generated by the event may be used to cover reasonable expenses before proceeds are given to **Ouachita Children's Center**.

I understand that my budgetary responsibilities should be completed promptly after the event and that my donation to **Ouachita Children's Center** needs to be received by **Ouachita Children's Center** within 30 days after the event. Should the event generate less income than its expense, **Ouachita Children's Center** will not be responsible for any deficit.

The \_\_\_\_\_ (*Third Party Event Organization Name*) agrees to RELEASE, INDEMNIFY and SAVE HARMLESS **Ouachita Children's Center** against all manner of liabilities, debts, fines, suits, claims, thefts, damages to property and person, demands and actions and causes of action, of any nature or kind for which the third party event may be held liable relating, in any way, including without limitation, any breach or violation, negligence, unlawful act or acts of the third party event. This includes any solicitor and client costs, counsel fees, expenses and liabilities incurred by **Ouachita Children's Center** in any such suit, claim, theft, damage to property or person, demand, action or proceeding.

Third Party Event Organization name (in full): \_\_\_\_\_

\_\_\_\_\_  
Signature, Title (Third party event representative)  
I/We have authority to bind the corporation

\_\_\_\_\_  
Third party event representative (printed name) Date: \_\_\_\_\_

\_\_\_\_\_  
*For Ouachita Children's Center Office Use Only*

Third Party Event and Terms:

Approved  Disapproved  Other: \_\_\_\_\_

\_\_\_\_\_  
Mark Howard – Executive Director (*Authorizing Signature*)  
Ouachita Children's Center's Authority to Bind the Corporation Date: \_\_\_\_\_

## Third Party Fundraiser Guidelines

**Ouachita Children's Center** relies on the willingness of individuals and organizations that generously initiate fundraising events and activities to raise money in support of our mission to provide emergency shelter and support services for youth in crisis.

A **Third Party Event** is defined as an event organized and executed by community volunteers (individual, community group, service club, or business) external to Ouachita Children's Center, who wish to raise money through a planned activity that is designed, managed, and financially resourced by the external party. The beneficiary of the proceeds from the event is named as Ouachita Children's Center.

Examples of Third party Events are (*but not limited to*) auctions, concerts, golf tournaments, and fish fries.

- The event will be promoted in a manner to avoid statement or appearance of Ouachita Children's Center endorsing any product, firm, organization, individual, or service.
- The official logo of Ouachita Children's Center should be appropriately used in conjunction with such an event, but may not be altered in typeface, configuration, and/or position. For more information please contact Ouachita Children's Center's Community Relations Director.
- Please provide promotional materials including, but not limited, advertising, letters, brochures, flyers and press releases prior to production or distribution for review prior to distribution through email or hard copy.
- Third Party Events should be accessible to people with disabilities. The event should take place at a location which meets ADA regulations.
- All promotional materials must clearly state the percentage of proceeds and/or the portion of the ticket price that will benefit Ouachita Children's Center.
- Ouachita Children's Center must receive all net proceeds within 30 working days of the conclusion of the event and/or promotion.
- Ouachita Children's Center is not financially liable for the promotion and/or staging of Third Party Events.

Ouachita Children's Center is recognized as a charitable organization by the IRS, and is defined by the Internal Revenue Code Section 501(c)(3).

If you are interested in staging a Third Party Event, please complete and return pages 1 and 2: Third Party Event Application and Waiver. Questions about these guidelines or the application may be directed to:

Sallie Culbreth, Community Relations Director  
[sculbreth@occnnet.org](mailto:sculbreth@occnnet.org) or call 501-623-5591

*Thank you!*