



3rd Party Fundraising Event Proposal Package

Thank you for your interest in hosting an event, promotion or drive on behalf of the Denise Louie Education Center (DLEC).

DLEC provides high quality multicultural early learning and family support services so that Seattle kids will be ready to succeed in school and life. We will respect and preserve each child and family's individuality, cultural heritage and home language. We will promote personal and social responsibility with integrity and love in an environment defined by social justice and peace.

This packet contains the following information:

1. A copy of DLEC's Terms & Agreement Form for Third Party Fundraising Activities. Please review these policies and procedures carefully and have the agreement signed and dated by an authorized representative of your organization and returned to DLEC.
2. A Third Party Proposal Form. This form should also be completed, signed by an authorized representative of your organization and returned to DLEC.

Please complete, sign and return the Terms & Agreement Form and Third Party Proposal Form to:

Kate McMullen
Development Director
Denise Louie Education Center
606 Maynard Avenue S, #101
Seattle, WA 98104

***Forms may also be emailed to kmcmullen@deniselouie.org or faxed to 206-260-8853**

We will contact you within 10 days of receiving your proposal form and all events and campaigns must be approved in advance. The Terms & Agreement Form and Third Party Proposal Form are due four weeks prior to the proposed event/campaign. Completion of these forms does not assure approval. Upon approval, you will receive an approved and signed copy of the Terms & Agreement Form for your records. If you have any questions regarding these forms or your fundraising event/campaign, please contact DLEC at kmcmullen@deniselouie.org or 206-973-1810, ext. 1.

On behalf of the thousands of low-income and immigrant children we've prepared for success in school and life, thank you for believing in the power of early education.

Denise Louie Education Center (DLEC)

Terms & Agreement Form for Third Party Fundraising Activities

The event organizer agrees to the following conditions:

- a. The third party organizer must keep DLEC informed throughout the event planning process, and provide copies of all promotional materials, invitations, including social network and other web-based content regarding the event. DLEC must be identified as the recipient charity in all promotional materials. The organizers agree to the use of DLEC’s name as/or only in relation to this event. DLEC must approve all materials/content using its name or logo.
- b. Staffing of the event will be the responsibility of the third party organizers. DLEC will not incur any costs on behalf of the third party, nor will it be obligated to provide any staff for purposes of the event.
- c. DLEC does not sell, loan, or trade its mailing lists for any purpose, including third party events.
- d. Prior permission must be obtained from DLEC regarding the promise of issuing charitable tax receipts. DLEC must be provided with complete information (name, address, amount of donation), as well as bookkeeping for any charitable receipts issued on their behalf. The total amount of donations received by DLEC must equal or exceed the aggregate of the tax receipts issued for the event.
- e. Donations, net-proceeds, requests for charitable tax receipts for cash contributions, etc. must be provided to DLEC within 30 days after the event.
- f. DLEC reserves the right to request a complete accounting of all funds collected and expensed related to the event for a period of four years following the event. Because of our responsibility as the recipient of community assets, we reserve the right to inspect all event financial records if a question is raised about the event’s proceeds.
- g. Internal Revenue Service codes must be followed. You are responsible for obtaining all permits and licenses – especially those for raffles or games of chance. Because state and local governments control all charitable gaming activities, if your event includes a bingo, raffle, 50/50 draw and/or casino type game and activities, you must acquire the proper permit/license from your state or local government office and abide by all rules and regulations pertaining to such gaming activity. DLEC will not take out liquor licenses for third-party events. DLEC, however, may take out Special Occasion permits at our discretion.
- h. You acknowledge and agree that neither DLEC directors, employees or volunteers shall be liable in any way, to any person or any entity, in connection with the fundraising activities or your actions or inactions in connection with this agreement. You shall indemnify, defend and hold DLEC harmless, including its directors, employees 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 your business and the fundraising activities authorized hereunder.
- i. DLEC reserves the right to dissolve the third-party fundraising agreement at any time.
 I have read the policy and agree to the terms and conditions outlined above.

(signature)	(print name)	(date)
(DLEC representative signature)	(print name and title)	(date approved)



I. Sponsor Information

1. Name of sponsoring organization/individual: _____
2. Contact person: _____
3. Address: _____
4. E-mail: _____ Website: _____
5. Telephone: _____ Fax: _____

II. Event Information

1. Who is organizing the event/campaign? Company Organization Ind.
2. What is the nature of your business or organization? _____

3. Name and type of event: _____
Location: _____
4. Date(s) and time(s): _____
5. Date event/campaign will end: (Event proceeds must be delivered to DLEC within 30 days of this date.) _____
Please describe the event/campaign, the fundraising components and include any fees charged for admission for goods and services. _____

6. Expected Number of participants/attendees: _____
7. Target Audience for the event/campaign: _____
8. How will you be promoting the event/campaign? _____

9. Please attach approvals such as permits and licenses from local authorities and evidence of liability insurance.

III. Use of Funds

1. What percentage of the proceeds from your event/campaign will be donated to DLEC? _____
2. Will the proceeds of your event be donated only to DLEC? Yes No
If DLEC is designated or portrayed to the public as sole beneficiary, DLEC should receive 100% of the net proceeds.
3. If no, what other charities are involved? _____
In the event an organization or other charity, in addition to DLEC, is a beneficiary, this information must be clearly stated in all materials and distribution of the proceeds must be made on an equitable or proportionally-appropriate basis agreed upon in advance.
4. Please indicate how you wish your contribution to be used:

Where it's needed most

Head Start

Early Head Start

IV. Financial Information

1. How will funds be raised? _____
2. Gaming events and campaigns: If there is to be any gaming at your event, a gaming license is required by law (please see DLEC's Terms & Agreement Form for more information.)
Raffle 50/50 Draw Bingo
3. Are you approaching sponsors for the event? Yes No
If yes, please list all organizations and corporations that will be approached.

4. Will you require tax receipts for this event/campaign? Yes No (please see the DLEC's Terms & Agreement Form for more information)
5. Within 30 days after the last day of the fundraising event/campaign, please send your check or money order made payable to Denise Louie Education Center, 606 Maynard Avenue S #101, Seattle, WA 98104

V. DLEC Information

1. What are your expectations of DLEC? _____

2. Representation at event/campaign: Yes No
Please provide details: _____
3. Will you require DLEC's name or logo for promotional use? Yes No
If "Yes", on what type of materials? Please specify. _____

Any promotional materials or social media sites bearing DLEC's logo must be reviewed and approved. The suggested way to describe DLEC's involvement is to list the event name followed by "benefiting" or "to benefit DLEC" and to clearly indicate how DLEC is to benefit, i.e. "net proceeds" or "X percentage of sales."
4. Would you like the campaign/event to be listed on DLEC's website?
Yes No
If yes, please provide a brief paragraph describing the event (including location):

5. Other information DLEC should know regarding your event/campaign:

