



## Community Event Proposal Packet

From the very small to the very large community fundraising event, the Semper Fi Fund (SFF) is deeply appreciative of all the time and effort spent to host an event that will raise funds and awareness for our wounded and their families. Events are a fun and inviting way to get everyone involved in supporting our troops!

If you wish to host an event to benefit the SFF, a Community Event Proposal Form must be submitted with a signed copy of our Guidelines for review by the SFF Event Committee.

Please complete the attached forms and return to:

Semper Fi Fund  
Attn: Event Committee  
715 Broadway Street  
Quantico, VA 22134

Fax: 703-640-0192  
Scan or Email: [info@semperfifund.org](mailto:info@semperfifund.org)

If you have any questions about the Community Event Forms or hosting an event please contact us at [info@semperfifund.org](mailto:info@semperfifund.org).

Thank you for considering the Semper Fi Fund as the beneficiary of your event. Your effort and support will help us continue our mission of, *servicing those who preserve our freedom.*

Sincerely,

Semper Fi Fund  
Community Outreach Team



## COMMUNITY EVENT PROPOSAL FORM

### EVENT DESCRIPTION

EVENT NAME: \_\_\_\_\_

EVENT ORGANIZER: \_\_\_\_\_

EVENT TYPE \_\_\_\_\_ Golf Tournament \_\_\_\_\_ Dinner Event \_\_\_\_\_ Sports Event \_\_\_\_\_ In Home Event  
\_\_\_\_\_ Other (please describe) \_\_\_\_\_

EVENT DESCRIPTION (short description which can be used for SFF Website):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EVENT LOCATION/ADDRESS: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ EVENT HOURS: \_\_\_\_\_

PROJECTED ATTENDANCE: \_\_\_\_\_

FUND RAISING GOAL: \_\_\_\_\_ EVENT ESTIMATED COSTS: \_\_\_\_\_

PLEASE LIST PREVIOUS EVENTS WITH SFF:

\_\_\_\_\_

Will any other organizations benefit from this event? If so, please name and describe the extent to which they will benefit: \_\_\_\_\_

What percentage of the funds raised will be donated to SFF: \_\_\_\_\_

MAJOR SPONSORS: \_\_\_\_\_

(SFF would appreciate a list of sponsors/businesses you plan to solicit for support (donations, products or services))



**COMMUNITY EVENT PROPOSAL FORM**

**CONTACT INFORMATION**

EVENT ORGANIZER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

FAX: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

ALTERNATE CONTACT (IF APPLICABLE): \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Can this information be listed on SFF website with your event description? Yes \_\_\_\_\_ No \_\_\_\_\_

**PUBLICITY AND PROMOTION**

SFF requests the review of all promotional material, which is intended for public release and dissemination.

Please indicate the types of promotional activities you will be utilizing to promote this event:  
(Press releases, flyers, website announcement, t-shirts, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR SFF USE ONLY**

DATE COMPLETED PROPOSAL RECEIVED: \_\_\_\_\_

EVENT COMMITTEE APPROVED: YES \_\_\_ NO \_\_\_ DATE: \_\_\_\_\_

NOTES: \_\_\_\_\_

STAFF MEMBER ASSIGNED: \_\_\_\_\_

*Please notify Event Manager if any information changes.*



## COMMUNITY EVENT GUIDELINES

EVENT NAME: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_

EVENT ORGANIZER: \_\_\_\_\_

- Events must be approved by the Semper Fi Fund (SFF). This is an important safeguard to preserving the integrity of the SFF name and our commitment to fulfill our mission in a cost-efficient and effective manner.
- The SFF is a family-focused organization. We therefore encourage events that are appropriate for all ages.
- We will review your plan and do our best to contact you within approximately 7 days.
- The Event Organizer is responsible for all details of the event including: covering all of the related costs, recruiting volunteers to help out at the event, and promotional material to publicize the event.
- All promotional material for a Community Event – including but not limited to advertising, press releases, flyers, posters, promotional items and public service announcements – that includes the SFF name or logo must be approved in advance by a representative of the SFF.
- SFF is the beneficiary, not the sponsor or partner of Community Events. Any promotional material produced by the organizer of an event that includes the SFF name or logo should use the phrase “**to benefit the Semper Fi Fund.**”
- Please note that the SFF is not sponsored or funded by the United States Marine Corps or the government and cannot be promoted as such.
- As a beneficiary of the event, SFF does not accept or assume any responsibility or liability for any circumstance arising from the event.
- The Event Organizer is responsible for obtaining all necessary permits. Please check with local and state authorities to determine if there are any unique requirements for your event
- The Event Organizer retains full responsibility for the design and implementation of the event, including safety precautions. It is recommended that the event organizer obtain appropriate insurance coverage for accidents or other unexpected negative circumstances.
- The SFF does not advance monies nor does it solicit revenues for events conducted by third parties or Community Events.
- Event Organizers cannot open a checking account that includes the SFF as the account holder.
- In order for the SFF to continue to maintain low overhead, revenue and expenses from Community Events may not flow through the Semper Fi Fund. All bills and other costs are the responsibility of the individual, business or organization sponsoring the event.
- The SFF reserves the right to inspect all event financial records.
- Please ensure that donation checks are addressed to **Semper Fi Fund** or **SFF** and ***the event name is noted in the memo portion of the check.***
- The SFF can only provide tax receipts for donations to the donor/name and address of the account (checking) on which it is drawn. In the event that cash is collected at an event, the funds should be exchanged for a cashier’s check and a list of names, addresses and amount donated must be provided in order for donors to receive tax receipts.

I/we have read these Semper Fi Fund Community Event Guidelines and I/we agree to adhere to these guidelines in planning and implementing our event. I/we understand the guidelines are not comprehensive and that all decisions, including safety precautions, remain my/our full responsibility. I/we understand the Semper Fi Fund does not accept any liability or responsibility associated with the event.

\_\_\_\_\_  
Signature of Event Organizer

\_\_\_\_\_  
Date