



**1850 Boyer Ave E
Seattle, WA 98112
206-325-8477**

Special Event Guidelines

Thank you for your interest in conducting a Special Event to benefit Boyer Children's Clinic (Boyer). Your support is critical to helping us achieve our mission to serve children and their families. However, because of our status as a non-profit organization, we must abide by strictly enforced federal and state guidelines of conduct regarding any Special Events where Boyer is a beneficiary. These Special Event Guidelines outline the procedures that must be in place in order for Boyer to be a beneficiary of a Special Event (including but not limited to promotions, marketing and fund raisers).

Special events, fund raisers, sales and marketing on behalf of Boyer (collectively "Special Events") must promote the mission and positive image of Boyer. Any Special Event that uses Boyer's name or logo must be approved in advance by Boyer.

Application: Please complete the attached application if you wish to plan a Special Event. Boyer must give its written approval of the application before work on the Special Event can begin. Any changes to the Special Event Guidelines require prior written approval on the application. If new circumstances arise following an approved application that require a change to the Special Event Guidelines, written approval by the Executive Director of Boyer Children's Clinic is required before the change is implemented.

Sponsors: Boyer must be notified in advance of any effort to receive underwriting/sponsorship of a Special Event from another party so that there is no conflict with other efforts for Boyer.

Publicity must not suggest that the Special Event is being sponsored or co-sponsored by Boyer or that Boyer is involved in any way except as a beneficiary.

All promotional material related to the Special Event benefiting Boyer must be reviewed and approved by Boyer **prior to its production and distribution**. This includes but is not limited to brochures, invitations, press releases, newspaper articles, etc.

Regulations: Organizers of the Special Event are responsible for complying with all federal, state and other applicable laws governing charitable events, including any IRS

regulations regarding such events. Boyer will provide information regarding its nonprofit status to organizers upon request.

Raffles and drawings are typically regulated by the Gambling Commission in the state of Washington (see also <http://www.wsgc.wa.gov/Newsletters/5-164.pdf>). Raffles and drawings **may not** be conducted in Boyer's name at a Special Event unless they are conducted in compliance with all applicable gambling laws and with Boyer's prior written consent.

Budget: In order to best use the public's support, it is requested that expenses be no more than 25% of gross revenue. For this reason, a budget detailing expenses is part of the application procedure. Boyer will make exceptions at its discretion for first year events and on a case-by-case basis.

Boyer cannot provide financing for your Special Event.

Boyer cannot approve a Special Event that involves a professional fundraiser or telemarketer or involves an agreement to raise funds on a commission or percentage basis.

Volunteers and staff: Boyer is not liable for any injuries or other damages sustained by Special Event volunteers or participants and cannot assume liability of any type for your Special Event.

Although Boyer appreciates your efforts on its behalf, Boyer is limited in what support it can give. Please identify any needs for staff support or volunteers in planning or conducting the Special Event in your application and Boyer will determine if it can assist you.

Additional Special Event Procedures

No contracts or service agreements should be signed before Special Event approval is granted in writing by Boyer.

A record must be kept of date, place, name, address and Department of Revenue registration number for all vendors permitted to make or solicit retail sales at a Special Event. A copy of this record must be submitted to Boyer within 10 days following the Special Event. There is an exception if a) ALL of the gross proceeds benefit Boyer, or b) the Special Event organizer does not charge ANY vendor more than \$200 to participate (please see http://dor.wa.gov/Docs/Pubs/SpecialNotices/2003/sn_03_specialSpecialEvent.pdf).

If an item is sold to raise funds, the public must be told the specific dollar amount from the sale of each item that goes to Boyer. For example, "\$3 per pin will be donated directly to benefit the Boyer Children's Clinic."

If you are selling admission tickets and plan to issue receipts for the charitable donation portion, the donation portion of the ticket price must be clearly differentiated from the “fair market value” covered by the ticket.

If the Special Event is a sporting event, the organizer will be required to obtain the necessary permits and insurance. For insurance, Boyer Children’s Clinic must be added as additional insured. Organizers are also required to obtain signed waiver/releases from all participants.

Special Event proceeds and an accounting must be provided to Boyer within 60 days of the conclusion of the Special Event. In most circumstances, it would be preferable to pay with one check made out to Boyer Children’s Clinic. If the donation is coming in checks from several donors, please provide an accounting (preferably in an Excel spreadsheet), with the donor names, addresses, amount of donation, and check numbers in an electronic format so that the donations can be properly recorded and the donors thanked.

Please Note: Contributions are welcome at Boyer at any time. We depend on contributions to offer high quality services to children and their families. This policy is not intended for making a contribution or for collecting a group of contributions (such as gifts in tribute to a birthday, wedding or other occasion). Those contributions should be mailed directly to Boyer Children’s Clinic or entered by credit card at <http://www.boyercc.org>

For information on more ways to make a contribution, please see <http://www.boyercc.org/donors.html>

BOYER CHILDREN'S CLINIC
1850 Boyer Avenue East
Seattle, Washington 98112
(206) 325-8477 or FAX (206) 323-1385

SPECIAL EVENT APPLICATION PROPOSAL FORM

Please complete this application, mail to above address and receive approval before conducting any fundraising activity on behalf of or using the name of Boyer Children's Clinic.

Your Organization: _____ Date: _____

Address: _____

Contact: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Special Event Information:

Special Event Name: _____

Briefly describe Special Event: _____

Location: _____

Date: _____ Time: _____

Estimated gross receipts: \$ _____

Anticipated event costs: \$ _____ (Please attach budget)

Estimated amount Boyer will receive from Special Event: \$ _____

Additional Information:

Briefly describe the organization or business sponsoring the Special Event. Explain the purpose of the business, size, how long in existence, membership, etc.

Explain why this organization or business is interested in supporting Boyer?

How will you publicize the Special Event and how will Boyer's name be associated with the Special Event?

How will you staff this Special Event and how many people will this require?

Please describe any request for assistance from Boyer staff or volunteers in planning or conducting this Special Event.

If insurance, permits, or liability waiver/release will be required, please indicate requirements below and submit supporting documentation following approval of this application.

Do you expect any challenges complying with these guidelines or do you need assistance understanding regulations that might govern the Special Event? If so, please describe:

Please submit a list of any other organizations or corporations you plan to ask for support with this Special Event.

If you anticipate that any aspect of your Special Event will not be in accordance with the policies and procedures previously listed, please describe.

Signature of Applicant

Date

For Boyer Use Only

Approval and Comments:

Director of Development

Date

Executive Director

Date

Development Chair

Date

Comments: _____

Follow up: _____