Communities In Schools
Brunswick County

Third-Party Event Agreement

Thank you for your interest in hosting a fundraising activity to benefit the children that CIS of Brunswick County serves. Any individual or organization that organizes and hosts an event, promotion, sale, or donation drive on behalf of CIS of Brunswick County is defined as a "third-party fundraiser." We are grateful for dollars raised through such events as they help CIS of Brunswick County bolster our programs which provide support to school children in the county.

A few things to know:

Marketing & Staffing: CIS of Brunswick County can provide direction, materials, and information.

1. CIS of Brunswick County is typically unable to provide staffing for third-party events - particularly on nights and weekends. Third-party organizers should plan to recruit their own staff and volunteers to manage all aspects of the event. Our team's time is dedicated to operating our programs and serving our kids.

2. Please make any requests for CIS of Brunswick County marketing materials 2 weeks in advance. We cannot create event specific materials.

3. All third-party promotional materials must clearly indicate that CIS of Brunswick County is the beneficiary of the event and not the event organizer/sponsor. "ABC company presents a fundraiser to benefit CIS of Brunswick County."

4. CIS of Brunswick County's logo should only be used with the expressed, written permission of CIS of Brunswick County. CIS of Brunswick County will provide a high-quality logo. Please do not alter the CIS of Brunswick County logo.

5. The third-party fundraiser is responsible for its own marketing, including writing and distributing press releases, PSA's, Facebook postings, invitations, ads, etc. CIS of Brunswick County will post the event on our official Facebook, X and Instagram pages and e-newsletter. It is at CIS of Brunswick County's discretion as to when information will be posted based on other campaigns in place. CIS of Brunswick County does not provide public relations or marketing for third-party events beyond this.

6. All promotional materials, press releases, brochures, flyers, etc. must be approved by CIS of Brunswick County prior to distribution.

Donations, Sponsors, & Expenses: CIS of Brunswick County wants to ensure ethical and transparent practices.

7. CIS of Brunswick County will not solicit items or cover any costs associated with third party fundraisers.

8. Third-party event expenses are not allowed to flow through CIS of Brunswick County's books.

9. If you plan to approach individuals or businesses on behalf of CIS of Brunswick County to solicit donations, goods, or services, you must first notify CIS of Brunswick County of your intent before doing so to prevent overlap with CIS of Brunswick County fundraising activities.

10. CIS of Brunswick County will provide tax acknowledgement (charitable deduction) letters to donors who make gifts directly to CIS of Brunswick County via check, the CIS of Brunswick County website, or cash at third-party events. To provide a charitable deduction for donations of cash, the donations must be accompanied by a receipt which states the donor's name, address, phone number, and the amount of the gift. Gifts of cash not needing to be acknowledged for tax purposes (such as money collected for ticket purchases, etc.) may be submitted together and do not need specific receipt information. All funds should be remitted to CIS of Brunswick County as soon as possible upon the conclusion of the event but no later than 30 days after.

11. All third-party materials must fully and truthfully state the dollar amount per sale/transaction that is to benefit CIS of Brunswick County. If your fundraising activity includes a donation collection drive, whereby you provide donors the opportunity to donate money to CIS of Brunswick County ("Donations"), you agree to collect donations from donors and forward one hundred percent (100%) of the donations to CIS of Brunswick County.

Other: Good stuff to know

12. CIS of Brunswick County will not apply for ABC permits related to 3rd party events.

13. This agreement is not an endorsement on behalf of CIS of Brunswick County, express or implied, of any product, service, company, individual or political position of the third-party organizer and their affiliates, volunteers, employees, etc.

14. CIS of Brunswick County will not be held liable for any issues, injuries, damages to persons or property, or any other incidents that arise during your third-party event. You shall indemnify, defend and hold CIS of Brunswick County harmless, including its directors, officers, employees, agents 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.

15. CIS of Brunswick County reserves the right to decline any event which may conflict with our mission, values, other fundraising efforts, or event calendar.

Tell us about your fundraiser:

Organization Name/Address:

Contact Person:

Date of Event:

Contact Cell #:

Event Details (include donation details such as % of proceeds, give back amount, $ per ticket, etc.)

I have read, understand, and agree to abide by the CIS of Brunswick County's third-party Event Agreement.

_____
Signature

_____
Date