

Third Party Fundraiser General Guidelines

- Organizers must sign a Third-Party Agreement (to be distributed once proposal form is approved)
- BGCCC must approve all promotional materials, including but not limited to advertising, letters, brochures, flyers and press releases prior to production or distribution.
- All promotional materials must clearly state the percentage of proceeds that will benefit BGCCC.
- BGCCC should receive a list of targeted sponsors for the event before they are approached to minimize overlap with other BGCCC events and/or fundraising campaigns that may be underway.
- Event organizers are responsible for obtaining all permits.
- Event organizers must obtain their own liability insurance to cover the event.
- Under no circumstances should third-party event revenue and expenses flow through BGCCC books. Only the final net proceeds from the event are to be processed by the BGCCC.
- BGCCC should receive a complete accounting of all funds collected and expenses related to the event. We reserve the right to inspect all event financial records.
- BGCCC is not financially liable for the promotion and/or staging of third party events.