



THIRD PARTY EVENT / PARTNERSHIP PROPOSAL FORM

Thank you for your interest and offer of support Second Harvest Food Bank of Metrolina.
Event requests must be submitted at least **3 weeks prior to the event.**

Contact Information

Group/Company/Organization:

Primary Contact Person:

Day Phone

Cell Phone:

E-mail (*required*)

Primary Event Focus – Check all that apply

- Fundraising
- Education
- Food & Fund Drive
- Other (explain)

Event Information

Event Title:

Date:

Start Time:

End Time:

Event Location/Address:

Indoors or Outdoors: Indoors Outdoors

Describe your fundraiser or event and how you plan to promote it:

How would you like Second Harvest Food Bank of Metrolina to help with your event?

Who is your target audience and how many people do you expect to attend?

What is your fundraising goal?

Here's What You Need to Know:

- **APPROVAL PROCESS:** All third party events/programs must be approved by a Second Harvest Food Bank of Metrolina representative. **Event requests must be submitted at least 3 weeks prior to the event.** A confirmation will be sent following SHMETROLINA's receipt and evaluation of a **Third Party Event Proposal** form from the sponsoring organization. Approval from SHMETROLINA must be received before any promotion of the event begins. Any denials will be submitted in writing to the sponsor as well.
- **PROMOTION:** All publicity, printed materials, flyers, PSAs and any other promotional efforts developed for this partnership will need to be approved by Second Harvest Food Bank of Metrolina prior to any planned promotion. If SHMETROLINA's name or logo is to be used on promotional materials (print, Internet or broadcast), sponsor must contact the appropriate SHMETROLINA staff person for approval.
- **DONATIONS:** By naming SHMETROLINA as the beneficiary of this partnership, it will be necessary to donate **all net revenues** raised on behalf of SHMETROLINA to SHMETROLINA **within 30 days** of the partnership completion or by a predetermined agreement date. If any expenses are to be taken out of the proceeds, the following wording must be included on promo materials and communications for the event: **"A portion of the proceeds from (event name) will benefit Second Harvest Food Bank of Metrolina."**
- **RESPONSIBILITIES:** The outside organization is responsible for **all** aspects of the event including: logistics, primary sales, staffing, marketing and promotion of the event.
- **FUNDING:** SHMETROLINA will not supply any funding to finance a third party event and will not be responsible for any debts incurred.
- **TAX DEDUCTIONS & DONATIONS:** Third party fundraising efforts are not permitted to use SHMETROLINA's North Carolina State Sales Tax-Exempt or Federal Employer Identification numbers when directly purchasing materials or supplies for their fundraisers. Both North Carolina and federal tax laws specify that groups raising funds independently to later provide financial support to SHFBM are prohibited from claiming exemption from State and any other applicable taxes on such purchases.
- **LICENSE & INSURANCE:** SHMETROLINA cannot be responsible for insurance coverage liability, permitting, or liquor licensing for any third party event.
- **SHARING OF INFORMATION:** SHMETROLINA does not release nor solicit volunteer, donor or sponsor contact information to outside organizations to or from our database.

Signature of Partnership Contact Person: _____

I individually, or as a representative of the above named business or organization, agree to the requirements stated and hereby fully release and agree to hold harmless the Second Harvest Food Bank of Metrolina and its affiliates, their Officers, Directors, Trustees, agents, employees and representatives, successors and entities, together with their insurers, of and from any and all liability, claims, damages, expenses or causes of action for any reason. I also certify I have read and will abide by the *Third Party Event Fundraiser Guidelines*.

Please complete, sign and return this form to:

Donna Ragan, SHMETROLINA Marketing and Communications Manager

Second Harvest Food Bank of Metrolina

500-B Spratt Street, Charlotte, NC 28206

Email: dragan@secondharvest.org

Thank you for helping us feed our hungry neighbors!