SECOND HARVEST FOOD BANK OF METROLINA

Together We CAN End Hunger

MEMBER OF FEEDING AMERICA

EVENT PARTNERSHIP PROPOSAL FORM

Thank you for your interest and offer of support to 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:
Primary Phone Number:
Alternate Phone Number:
E-mail *(required):*

Primary Event Focus – Check all that apply.

- ☐ Fundraising
- ☐ Education
- ☐ Food & Fund Drive
- ☐ Other (Explain).

Event Information

Event Title:
Date/s:
Start Time:
End Time:
Event Location/Address:
Indoors or Outdoors:

1. Briefly describe your fundraiser or event.

2. How do you plan to promote?

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

4. What is your fundraising goal?

5. How would you like SHMETROLINA to help with your event?

Important Info to Know:

- **APPROVAL PROCESS:** All third party events/program partnerships must be approved by a SHMETROLINA 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 your Event Proposal Form. Approval from SHMETROLINA must be received before any promotion of the event begins. Any denials will be submitted in writing as well.
- **PROMOTION:** All publicity, printed materials, flyers, PSAs and any other promotional efforts developed for this partnership will need to be approved by SHMETROLINA 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 SHMETROLINA 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 sponsor 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 SHMETROLINA 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:

Celia Farmer, SHMETROLINA Community Development Coordinator
Second Harvest Food Bank of Metrolina
500-B Spratt Street, Charlotte, NC 28206
Email: cfarmer@secondharvestmetrolina.org

Thank you for helping us feed our hungry neighbors!