



APPLICATION FOR FUNDRAISING EVENT Procedures and Guidelines

A complete application must be submitted to the LMBBS Association's (hereinafter referred to as the LMBBSA) Fundraising chair for review and approval. The completed application must be submitted a minimum of 45 days prior to the date of the proposed fundraiser.

A complete application will include the following:

1. The completed and signed application form
2. Signed Hold Harmless Agreement
3. Signed Acknowledgment of Guidelines



GUIDELINES

- Any individual who wishes to host an event benefiting the LMBBSA must complete the event application to be reviewed by the LMBBSA Board of Directors (the Board).
- Until the event has been approved, no public announcements can be made, and the event may not be promoted in any way.
- Applications must be submitted at least 45 days in advance of the proposed event date. Applicants must reapply for approval for each subsequent event.
- Events must fit the mission and image of the LMBBSA.
- All event materials that include the LMBBSA name and/or logo must be reviewed and approved in advance by the Board. Materials include, but are not limited to, advertising, press releases, posters, flyers, and promotional materials such as t-shirts, pens, cups, etc.
- Publicity should list the name of the event followed by "...benefiting the LMBBS Association."
- The public must be informed how the LMBBSA will benefit from the event. If the LMBBSA will not receive 100 percent of the proceeds, an exact percentage or amount must be stated on all related publicity.
- The LMBBSA is not a federal non-profit organization and the public must be made aware that their donations will not be tax deductible. We are a not-for-profit organization under Texas state law, not under IRS guidelines.
- If the event expenses are greater than the money raised by the event, the event organizer is responsible for those expenses.
- Proceeds must be received by the Secretary/Treasurer of the LMBBSA within 30 days of conclusion of the fundraising event or campaign.
- The event organizer is responsible for obtaining any necessary permits, license, and, if applicable, insurance.
- The LMBBSA cannot assume any type of liability for your event.
- If circumstances warrant (e.g. fraud, negative exposure, etc.) the Board may at any time, direct you to cancel the event. You must agree to cancel the event if so directed and further agree to release the LMBBSA and its officers from any and all liabilities in connection to such action.
- Should the LMBBSA decline the application or choose not to be affiliated with the event in question, reference to the LMBBSA in any form (i.e. use of name or logo, etc.) will not be permitted. Failure to adhere to this stipulation will be cited as fraud.

What the LMBBSA CAN do to support your event:

- Provide a letter of authorization to be used to validate the authenticity of the event.
- Provide and approve the use of our name and logo.
- Promote the event on the LMBBSA websites.

What the LMBBSA CANNOT do to support your event:

- Provide on-site staff or volunteer support at your event.
- Extend tax exemption.
- Provide giveaways or prizes for silent auctions or door prizes.
- Provide funding or reimbursement for event expenses.
- Solicit sponsorship revenue for the event.
- Provide donor or membership mailing lists.
- Provide insurance coverage.

If you have any questions or would like more information about organizing a fundraising activity to benefit the LMBBSA, please contact our acting Fundraising Chair, Claudia Parker at 405-736-0600.

ACKNOWLEDGMENT OF GUIDELINES

I certify, under penalty of perjury, that the foregoing is true and correct to the best of my knowledge. I understand that any and all costs required in connection with this fundraising will be at my expense. I also understand that failure to comply with any of the guidelines and conditions set forth by the LMBBSA may cause this event to be suspended or stopped at any time.

Print Name

Signature

Date



HOLD HARMLESS AGREEMENT

_____ hereby agrees that to the extent of the assets of the _____, it shall defend, indemnify, and hold the LMBBSA free and harmless against all action, claims, losses, liabilities, or demands, and against all costs, expenses, and attorney's fees arising, directly or indirectly, or accruing on account of or in any way related to (a) the _____, to be conducted on _____, 20____, (b) any services provided, directly or indirectly, by or on behalf of the LMBBSA in connection therewith, (c) the use of any facilities or equipment owned or operated by or on behalf of the LMBBSA in connection therewith, and (d) an actual or alleged (negligent or willful) act or omission of any agent of the LMBBSA or any personnel working under the LMBBSA's supervision in connection therewith. This obligation shall not be qualified or eliminated by any allegation, finding, judgment, or verdict that the LMBBSA or any of its board members is responsible for a passively negligent act or omission.

Signature/Name

Date



FUNDRAISING EVENT APPLICATION FORM

Sponsor Information

Contact name _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ Cell phone _____

Fax _____ Email _____

Event Information

Name of Event _____

Date(s)/Time(s) of Event _____

Description of Event _____

Location of Event _____

How will funds be raised (e.g. raffle tickets, ticket sales, auction, bake sale, etc.) _____

Who is the target audience? _____

How will you promote this event (e.g. press releases, flyers, etc.)? _____

Financial Information

Estimated Expenses (please list) _____

How will these expenses be paid? _____

Estimated Revenue _____

Estimated Amount/Percentage given to the LMBBSA _____

Expected Date of Donation to the LMBBSA _____

I agree that until written permission has been granted, contributions may not be solicited in the name of the LMBBSA and the name and/or logo may not be used for any other purpose.

Yes _____ No _____

Once final approval has been granted, I agree to adhere to the guidelines provided by the LMBBSA.

Yes _____ No _____

Please submit this entire application via mail to

**Claudia Parker
Secretary/Treasurer LMBBS Association
Acting Fundraising Chair
9688 Oaktree Terrace
Midwest City, OK 73130**