



**children's wishes®**

YOUR WISH \* OUR JOURNEY

**Outside Fundraising Guidelines and Agreement**

Children's Wish Group of RI d/b/a Children's Wishes (hereinafter referred to as "Children's Wishes") thanks you for agreeing to do a fundraiser to support our Wish Kids. Please be advised that Children's Wishes has certain policies and guidelines in place to protect our Wish Kids and their families and the Children's Wishes organization. As such, by signing this agreement, you are acknowledging that you will adhere to the policies and guidelines as outlined and will indemnify and hold Children's Wishes harmless for any violation of this agreement and resulting harm to any of the parties named herein.

1. The details regarding the event to be held is as follows:

- a. Name of the event: \_\_\_\_\_
- b. Organization holding the event: \_\_\_\_\_
- c. Point of contact for event: \_\_\_\_\_
- d. Date of the event: \_\_\_\_\_
- e. Location of the event: \_\_\_\_\_
- f. Time of the event: \_\_\_\_\_
- g. Anticipated number of participants: \_\_\_\_\_
- h. Anticipated number of spectators: \_\_\_\_\_
- i. Will alcohol be served: (Y/N) \_\_\_\_\_
- j. Will there be any type of raffle: (Y/N) \_\_\_\_\_

- 2. All correspondence regarding this event is to be directed through the Children's Wishes office. Unless otherwise indicated, the point of contact is Ruth Curtis-Napolitano, ruth@childrens-wishes.org
- 3. The Children's Wishes logo will be included on any event materials including but not limited to flyers, t-shirts, and other promotional materials. Prior approval is required by Children's Wishes prior to production and distribution of any materials.
- 4. Any image or likeness of our Wish Kids on any materials or online posting needs prior approval from Children's Wishes and the parent/legal guardian.
- 5. If the event participants are adopting a Wish, any checks received should be made out to "Children's Wishes" and not to the family. All fundraising on behalf of Children's Wishes involves tax deductible donations to Children's Wishes and not to any individual.
- 6. Any funds raised to Adopt A Wish will be applied toward the expenses of the Wish. Any excess funds will be applied to any pending or future Wish expenses.
- 7. If the event is a general fundraiser to support Children's Wishes, any and all checks should be made out to "Children's Wishes" and not to any individual organizer.
- 8. If there are cash donations that need to be acknowledged, the cash and donor information including written verification of the amount collected, i.e., cash receipt, should be forwarded to Children's Wishes for acknowledgement. Children's Wishes will not acknowledge unverified cash donations as a tax-deductible donation.
- 9. If you need a tax-deductible letter for any donations relating to the event, please contact the office and one will be prepared for the event.
- 10. If there will be any raffles or 50/50 drawings, please provide Children's Wishes with a copy of the license one (1) week prior to the event.
- 11. If required, please provide proof of insurance for the event. If Children's Wishes general liability carrier requires that Children's Wishes be added as an "additional insured", for the event, Children's Wishes will provide the event organizer with the requirements and the event organizer agrees to obtain the additional insurance and/or rider for the day of the event.
- 12. If a policy is required for the event, the named insured on the policy agrees to indemnify and hold Children's Wishes harmless for any resulting liability relating to the event.
- 13. Unless otherwise stated herein, the organization holding the event and its organizers, agree to indemnify and hold Children's Wishes harmless for any and all liability relating to the named event.

I hereby certify that I am the duly authorized agent of the organization holding the event named herein. I have read the agreement and understand and agree to the terms and conditions set forth herein.

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Witness Date

\_\_\_\_\_  
Organization/Title

Accepted by Children's Wishes:

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Date