



Third Party Fundraiser Agreement

Thank you for your interest in helping the Pride Center of Western New York. Our volunteers and community members have many great fundraising ideas to benefit our organization and the community we serve. Most fundraising events proposed that are not already included in the annual Fundraising Plan must be third party events due to limited staff availability.

WHAT IS A THIRD PARTY EVENT?

A third party event is any fundraising activity by a non-affiliated group or individual where the Pride Center of WNY has no fiduciary responsibility and little or no staff involvement.

We actively encourage third party fundraising events. All such events must be approved by the Pride Center of WNY in advance. Each proposal is carefully reviewed and evaluated for feasibility and suitability with our organization's goals and objectives. This is an important safeguard to preserving the integrity of the Pride Center of WNY and our commitment to raise the funds necessary to fulfill our mission in a cost-efficient and effective manner.

While we may be able to provide guidance for your event, we do not have the personnel to handle administrative tasks of third party events. The staff at the Pride Center of WNY may provide:

- Already published materials, such as flyers, photos, newsletters and logo
- Promotion through the Pride Center of WNY website, as well as our social media platforms
- Materials such as brochures about programs and services
- Attendance and support at the event (pending staff/volunteer availability)

Third Party Fundraising Event Proposal Overview for the Pride Center of WNY

We are proud that our volunteers and community members have so many great fundraising ideas to benefit our organization and the community we serve. While we encourage fundraising by groups or individuals not affiliated with the Pride Center of WNY, all such third party fundraising events must be approved in advance by the Pride Center of WNY in order for the event to receive official Pride Center of WNY sponsorship.

HAVING YOUR EVENT APPROVED

Event organizers must submit the attached proposal form to the Pride Center of WNY three months prior to the fundraising event date. Proposals are reviewed and evaluated for feasibility and suitability with our organization's goals, objectives and mission. Event organizers will be notified within two weeks of submission whether the proposal has been approved, declined, or approved with conditions.

Once an event proposal has been approved, the event organizer will sign an Event Agreement with the Pride Center outlining the terms of the event and each party's roles and responsibilities.

The benefits of working with the Pride Center of WNY include:

- Verification of event by the Pride Center of WNY for potential donors and sponsors.
- Materials such as flyers, photos, brochures about programs and services, newsletters and logo. We can provide accurate facts and statistics about the Pride Center and the issues facing our local LGBT community that can be distributed to local media and in other promotional materials.
- Event promotion through the Pride Center of WNY website, as well as our social media platforms.
- Attendance and support at the event (pending staff/volunteer availability).

The mission of the Pride Center of Western New York is to work with the community to make Western New York a safe, healthy, and satisfying place for lesbian, gay, bisexual, transgender, and queer people to live, work, and establish their families.

We welcome Third Party Events to support this mission.

Pride Center of WNY Third Party Event Proposal Form

Sponsor Information		
Name of organization(s):		
Address:		
City:	State:	Zip:
Organization's Phone:		Fax:
Organization's Email:		
Web Address (If Available):		
Contact Information		
Contact Name and Title:		
Contact Organization:		
Contact Address: same as above		
Contact City:	State:	Zip:
Contact Phone:		Fax:
Email:		
Website:		
Event Information		
Name of Event:		
Location of Event (Include address if possible):		
Date/Time/Duration:		
Description of Event (including any fees charged for admission for goods and services):		

Donation Structure (describe basis of donation to be made to the Pride Center of WNY- i.e. flat donation, pledges, event admission, guaranteed minimum donation):
How will the event/fundraiser be advertised and how will it include the Pride Center of WNY's name?
Names of any featured speakers, MCs, performers, etc.:
Are you approaching sponsors for the event? If yes, please list individuals and organizations to be solicited:
Is the Pride Center of WNY the sole beneficiary of the event? If not, please list other beneficiaries:
Please include/attach any other pertinent information with this proposal form.

Signature of Applicant: _____ Date: _____

Please return your completed form to:

Kelly Craig, MPA, Executive Director
Pride Center of Western New York
278 Delaware Avenue
Buffalo, New York 14202
Email: kcraig@pridecenterwny.org

Thank you again for your interest in hosting a Third Party Event for the Pride Center of WNY. Event organizers will be notified within two weeks of submission whether the proposal has been approved, declined, or approved with conditions. If you have further questions, please contact the Pride Center of WNY at 716-852-7743.