



CAMP BOGGY CREEK POLICIES AND PROCEDURES

Subject: THIRD-PARTY FUNDRAISING

POLICY:

Outside organizations sometimes wish to engage in fundraising to benefit a charity such as Camp Boggy Creek. In order to accommodate such goodwill and diversify revenue sources, Camp Boggy Creek establishes the following Principles, Policy and Procedures to allow third-party fundraising.

Camp Boggy Creek shall allow approved parties and organizations outside the Camp Boggy Creek system to raise and donate funds to Camp Boggy Creek. All gifts (cash, material, real or personal) are subject to the Camp Boggy Creek Gift Acceptance Policy. Campaigns must be preapproved by the Camp Boggy Creek management. Any use of the Camp Boggy Creek brand, likeness, staff or any affiliated persons in the use of third-party fundraising does not imply endorsement by Camp Boggy Creek of the third party or any of the third party's related activities.

Camp Boggy Creek welcomes support from our friends and groups in the community who share our mission. Camp Boggy Creek in no way participates in quid pro quo activities related to charitable gifts received.

PROCEDURE:

Organizers must complete an application for third-party fundraising and submit it to the Development Office within 60 days of commencement of the fundraising. Upon consultation and approval, Camp Boggy Creek may provide its logo (along with guidelines for its usage), press releases, promotional materials, and information about Camp Boggy Creek. Camp Boggy Creek may promote the campaign through its internal and external communications. Camp Boggy Creek cannot solicit sponsors for the campaign and does not provide any donor contact information.

All promotional materials must be designed and printed or posted electronically by the third-party organizers. In naming the campaign, Camp Boggy Creek must not be used in the title, but should be listed as the beneficiary of the campaign. For example, organizers may not refer to the campaign as the "Camp Boggy Creek Bowl-A-Thon" but it could be promoted as the "Bowl-A-Thon in support of Camp Boggy Creek."

Third-party fundraisers are responsible for all expenses related to their activity including appropriate licenses and fees. No bank accounts in the name of Camp Boggy Creek may be established. Camp Boggy Creek cannot process credit cards for the campaign. Any promotion that donates a portion of its sales must state clearly how much, in percentage or dollar amounts, that will go to Camp Boggy Creek.

All checks should be made payable to Camp Boggy Creek and sent to Camp Boggy Creek Development Office within 30 days of the campaign. Cash donations requesting receipts must be accompanied by a signed statement with each donor's name, address, phone numbers and the amount of each donation. Camp Boggy Creek can provide donation forms to facilitate this.

Camp Boggy Creek reserves the right to deny or withdraw approval of a campaign if, in our judgment, there are serious concerns about the impact on the image of Camp Boggy Creek. By submitting an application, all risks and liabilities associated with the proposal are assumed by the submitter and hereby releases and holds harmless Camp Boggy Creek, its directors, officers, employees, its agents or representatives. The submitter accepts responsibility for all claims, damages, costs and expenses arising out of or in conjunction with the proposed campaign.

Camp Boggy Creek must be notified of any changes in the campaign. If circumstances warrant, Camp Boggy Creek reserves the right at any time to request cancellation of the campaign or remove our name from the campaign. If a campaign is cancelled, the submitter releases Camp Boggy Creek from any and all liability in connection with such action.



Third-Party Community or Individual Fundraising Event Application Form
Fundraiser Benefitting Camp Boggy Creek

Camp Boggy Creek welcomes support from our friends and groups in the community who share our mission. All third-party fundraising utilizing the name of Camp Boggy Creek or any variation of the name, must be preapproved by Camp Boggy Creek management. Please complete and submit the following application within 60 days of the campaign or event to Camp Boggy Creek's Event Department, by email at jboykin@campboggycreek.org, or mail to 30500 Brantley Branch Road, Eustis, FL 32736, or fax 352.483.0589.

Contact Name and Title: _____

Company/Organization: _____

Mailing Address: _____

City: _____ State: ____ Zip: _____

Email: _____

Phone: _____

Event Name: _____

Date of Event: _____

Location of Event: _____

Estimated contribution to Boggy Creek: _____

Promotional Plan:

Event Details: Please provide a description of the campaign or event:

Special Requirements: _____

Thank you for allowing Camp Boggy Creek to be a beneficiary of your event.

Third-Party Fundraising Guidelines

Please initial each item below to indicate understanding and agreement with these guidelines.

_____ Campaigns or Events must be preapproved by the Camp Boggy Creek development office

_____ All gifts (cash, material, real or personal) are subject to the Camp Boggy Creek Gift Acceptance Policy.

_____ Any use of the Camp Boggy Creek brand, likeness, staff or any affiliated persons in the use of third-party fundraising does not imply endorsement by Camp Boggy Creek of the third party or any of the third party's related activities.

_____ Camp Boggy Creek cannot solicit sponsors for the campaign and does not provide any donor contact information.

_____ Camp Boggy Creek in no way participates in quid pro quo activities related to charitable gifts received.

_____ All promotional materials must be designed and printed or posted electronically by the third-party organizers.

_____ In naming the campaign, Camp Boggy Creek must not be used in the title, but should be listed as the beneficiary of the campaign. For example, organizers may not refer to the campaign as the "Camp Boggy Creek Bowl-A-Thon" but it could be promoted as the "Bowl-A-Thon in support of Camp Boggy Creek."

_____ Third-party fundraisers are responsible for all expenses related to their activity including appropriate licenses and fees.

_____ No bank accounts in the name of Camp Boggy Creek may be established. Camp Boggy Creek cannot process credit cards for the campaign.

_____ Any promotion that donates a portion of its sales must state clearly how much, in percentage or dollar amounts, that will go to Camp Boggy Creek.

_____ All checks should be made payable to Camp Boggy Creek and sent to the Development Office within 30 days of the campaign.

_____ Cash donations requesting receipts must be accompanied by a signed statement with each donor's name, address, phone numbers and the amount of each donation.

_____ Camp Boggy Creek reserves the right to deny or withdraw approval of a campaign if, in our judgment, there are serious concerns about the impact on the image of Camp Boggy Creek. By submitting an application, all risks and liabilities associated with the proposal are assumed by the submitter and hereby releases and holds harmless Camp Boggy Creek, its directors, officers, employees, its agents or representatives. The submitter accepts responsibility for all claims, damages, costs and expenses arising out of or in conjunction with the proposed campaign.

_____ Camp Boggy Creek must be notified of any changes in the campaign. If circumstances warrant, Camp Boggy Creek reserves the right at any time to request cancellation of the campaign or remove our name from the campaign. If a campaign is cancelled, the submitter releases Camp Boggy Creek from any and all liability in connection with such action.

Signature of Representative

Date

(Office use only)

Date received

Approved

Date approved