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Leander Police Department
Mustang Ridge
Police Department
Sunset Valley Police Department
Lago Vista Police Department
Manor Police Department
Rollingwood Police Department
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Police Department

Dear Friend,

Thank you for selecting the Center for Child Protection as the beneficiary of your event. Because of community members like you, Austin's abused and neglected children can have brighter and safer tomorrows. Your generous support reduces the trauma to children during the investigation and prosecution of child abuse cases.

Founded in 1989, the Center for Child Protection is a 501(c)3 nonprofit organization, and we work in collaboration with our agency partners, donors, and volunteers who help with all aspects of the services provided to children and families. In 2009, the Center for Child Protection interviewed 739 children and provided 3,409 children with access to services such as medical evaluations and therapy all free of charge.

The Center for Child Protection holds several fundraising events throughout the year and endeavors to accommodate all requests from community members that may want to host their own event in support of the Center and abused and neglected children. Please let us know more about your event by reading the *Third Party Event Guidelines* and completing the Event Proposal. The information you provide will allow us to assess your needs and approve the use of the Center for Child Protection's name and logo for the marketing and promotion of your event.

Please return the completed form to me via e-mail at dtate@centerforchildprotection.org or via fax at 512-472-1167. Should you have questions, please contact me at 512-472-1164 x2421. We look forward to working with you.

Best regards,

Debbie Tate
Director of Development & Community Relations

Third Party Event Guidelines

Timeline and Evaluation Criteria

Please submit the Third Party Event Proposal at least 30 days prior to the event, so we have sufficient time to review your proposal. Plan more time if you are requesting significant support from the Center for Child Protection (Center).

Publicity & Promotion

- The third party event sponsor will be responsible for the publicity, advertising, and promotion of the event. Additional support from Center staff will be made on a case-by-case basis and is contingent on staff resources, event calendar, and advanced planning.
- The Center will NOT provide mailing lists or email addresses to a third party sponsor.
- Please note that in order to use the Center logo, you must receive prior approval. Please submit all materials bearing the Center's name and/or logo for timely review and approval at least 3 days prior to printing or release.
- If a portion of the charge, admission fee, or suggested donation to the participant in a third party event is not tax-deductible this must be disclosed to attendees in all appropriate materials.

Sponsorship

- This signed agreement gives a third party event sponsor permission to solicit businesses or individuals in the Center's name. Sponsors and potential sponsors must be listed in the attached proposal.

Donor Acknowledgement

- As you plan your event, individual or sponsored donations to the event will not be acknowledged as tax-deductible by the Center for Child Protection unless prior arrangements are made.
- The proceeds from the event (minus the value of any goods/services the Center for Child Protection provided, if any) will be acknowledged as a tax-deductible donation to the Center for Child Protection from the third party sponsor, and the organization or individual will be sent a donor acknowledgement with a tax receipt. In order to be acknowledged for your gift, all checks must be made out to Center for Child Protection.

Third Party Event Proposal

This is an application for the authorization to conduct a fundraising event for the benefit of the Center for Child Protection. The applicant understands that no such event can be held without the written approval of the Center for Child Protection. We ask that this form be completed and submitted no less than 30 days before the event date.

Today's Date:

Name of Event:

SPONSORING ORGANIZATION

Contact Person:

Sponsoring Organization:

Address:

Daytime Phone:

Cell Phone:

Email Address:

Website:

EVENT INFORMATION

Date:

Start Time:

End Time:

Venue Name:

Venue Address:

Venue Phone Number:

Event Description:

List committed Sponsors:

List Potential Sponsors:

Will there be an admission fee charged? Y/N If yes, what is the cost to attend?

Will your event require the following? If yes, please indicate if this item has been secured.

Insurance Y/N

Permits Y/N

Liability Releases Y/N

Do you request the use of Center volunteers? Y/N If yes, how many?

Please explain the roles for volunteers:

Is there a dress code? Y/N If yes, please explain:

PUBLICITY & PROMOTION

Will there be an opportunity for a Center representative to speak at the event? Y/N

Will a table be available for a Center representative to distribute informational literature at the event? Y/N

Would you be willing to collect contact information from attendees on behalf of the Center for Child Protection? Y/N

Who is the audience for the event?

Please explain how you will promote the event (broadcast media, print media, email, blogs, advertising, etc.).

Do you have media or advertising sponsors? Y/N. If yes, please name:

What other participation or promotional resources, such as press releases, specific recognition, or brochures, would support your efforts to promote the Center and the event?

Do you require the Center logo for promotional materials? Y/N

Please note that in order to use the Center logo, you must receive prior approval. Please submit all materials bearing the Center's name and/or logo for timely review and approval at least 3 days prior to printing or release.

DONATION

Projected total donation:

Will there be additional beneficiaries? Y/N If yes, please name.

What percentage of net proceeds will the Center for Child Protection receive?

On what date do you anticipate the proceeds will be donated to the Center for Child Protection?

TERMS & CONDITIONS

We deeply appreciate your proposing this event to benefit the Center for Child Protection. Thank you for stepping forward to make a difference in the lives of children who have survived violence.

By signing and submitting this proposal, you agree to indemnify, defend, and hold harmless the Center for Child Protection and its officers, directors, employees, agents and representatives from any claims, losses, costs or expenses arising from any personal injury or property damage directly or indirectly incurred by sponsor, volunteers or any other third parties related to the planning or conduct of the proposed event.

Sponsor agrees that any solicitations relating to the event must specify at the point of solicitation, and in a manner acceptable to the Center for Child Protection: a) that the Center is the benefiting organization, b) the actual or anticipated portion of the purchase price that will benefit the Center, c) the duration of the campaign, and d) any maximum or guaranteed minimum contribution amount that will be given to the Center.

In order to avoid jeopardizing existing relationships between the Center for Child Protection and its donors, sponsor agrees to receive approval from the Center before soliciting corporations, businesses, or individuals for cash or in-kind donations relating to the event.

Sponsor represents to the Center for Child Protection that a) it will comply with all applicable laws during the planning, promotion and conduct of the event; b) all necessary insurance, licenses and permits will be obtained and will be in force through the conclusion of the event; c) the event will result in no cost or expense to the Center whatsoever, unless expressly agreed in writing to the contrary; and d) it will indemnify and hold the Center harmless from any and all claims of any kind or nature whatsoever arising out of, or in any way related to, the event.

This Third Party Event Proposal will become effective once approved by the Center for Child Protection as evidenced by the signature of an authorized Center for Child Protection Representative below.

Proposed By

Approved By

Event Sponsor

Date

Authorized representative of the
Center for Child Protection

Date

Print name

Print Name