



CENTER FOR CHILD PROTECTION

a children's advocacy center

8509 FM 969, Bldg 2, Austin, Texas 78724 | 512-472-1164 | www.centerforchildprotection.org

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Dear Friend,

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

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 abused children and their families. In 2015, the Center for Child Protection interviewed 1,025 children and provided 4,763 services to children such as medical evaluations and therapy 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 enclosed *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 at dtate@centerforchildprotection.org or via fax at 512-472-1167. Should you have questions, please contact me at 512-472-1164. 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 60 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 60 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: _____ Phone: _____

Event Description: _____

Vendors: _____

Committed Sponsors: _____

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?

Anticipated Date: _____

Would you be interested in a check presentation photo op? Y/N

