



St. Louis Blind Hockey Association DBA:

St. Louis Blues Blind Hockey Club

We are a tax-exempt organization under IRS code section 501c3; EIN: 35-2612799

825 North Kirkwood Road ♦ St. Louis, Missouri 63122 ♦ info@stlbbhc.com ♦ 314.313.6372

HOST AN EVENT FOR STLBBHC

Thank you for your interest in fundraising for the **St. Louis Blind Hockey Association (STLBBHC)**. STLBBHC strives to be a good steward of the funds entrusted to us by our supporters, partners and the community, and we ask that this commitment applies to all fundraising activities conducted on our behalf.

To submit a request, please fill out our [*Third-Party Event request form below](#).

A third-party event is an activity intended to raise funds in support of St. Louis Blind Hockey Association. The primary responsibility for organizing and conducting the event lies with the volunteers and/or staff of the company, organization or group that has been approved to execute the event. The event is promoted to raise funds for the House and our families.

The following guidelines have been established to serve as a standard for all **fundraising promotions, programs, special events and benefits** held on behalf of STLBBHC by any third party, individual or group (*hereafter referred to as the "Sponsor."*)

- All activities must be consistent with the mission of STLBBHC, non-controversial and adherent to any and all applicable local, state and federal laws.
- Use of STLBBHC's name will only be authorized after the **completion and approval** of the Third-Party Event proposal. Once approved, the Sponsor is authorized to use the name "St. Louis Blues Blind Hockey Club" only in connection with the fundraising event, and only until the completion of the event or termination of this agreement.
- All press releases, advertisements, social media posts (i.e. any marketing collateral) must be approved by the Community Relations Liaison **prior to distribution**.
- Due to limited staff and resources, STLBBHC cannot guarantee assistance in promoting, staffing, and/or speaking the event.

- STLBBHC is unable to aid in soliciting donations, handling of mailings, attending committee meetings, recruiting attendees, collecting monies or providing access to donors/sponsor/volunteer lists or contacts.
- Sponsors shall perform all things necessary for the successful completion of the fundraising event and shall assume full obligation and responsibility for the payment of all expenses in connection therewith, without regard to the amount of funds collected for the event.
- If the Sponsor represents to the public that a certain amount of money, percentage of proceeds, or profits will benefit the RMHC of Greater Charlotte, the Sponsor should be prepared to provide access to an accounting of revenues and expenses to the Director of Marketing & Communications if requested. Funds should be presented to the STLBBHC within **60 days of the event or program's end.**
- Sponsor agrees to inform STLBBHC of any plans to recruit underwriters or sponsors for the fundraising activity. This ensures that there will be no duplication of efforts that may be underway.
- Please **do not solicit raffle items or auction items** for third-party events. STLBBHC hosts several events each year involving raffles and auctions and we need to ensure that we do not exhaust limited resources.
- STLBBHC cannot be responsible for processing funds, negotiating or paying vendors, solicitations, sales and/or other administrative functions of the Sponsor's event or program. Sponsor should make all arrangements for all vendors, expenses and necessary support.
- Proposals submitted to STLBBHC should clearly and specifically state the fundraising activity plan, timeline, expected attendance/participation, and desired or expected financial contributions.
- STLBBHC reserves the right to protect the privacy of our volunteers, clients and staff. Permission to use names, images, photos, likenesses or other personal information must be secured from both the individual and the Community Relations Liaison prior to use by the Sponsor.

Each request will be considered individually, and we appreciate your patience as we give each request thoughtful and thorough consideration!

For more information or questions contact:

Jamie Vann

Community Relations Liaison

314.283.5266

jamiepvann@gmail.com

Third-Party Event Fundraiser Request Form

A third-party event is an activity intended to raise funds in support of Ronald McDonald House of Charlotte. The primary responsibility for organizing and conducting the event lies with the volunteers and/or staff of the company, organization or group that has been approved to execute the event. The event is promoted to raise funds for the House and our families.

Group/Organization*

Contact Person*

Address*

City/State/Zip*

Address*

Phone/E-mail*

Organization's Purpose*

Description of Event*

