

**3<sup>RD</sup> PARTY FUNDRAISING PROGRAM BENEFITING  
GILDA'S CLUB QUAD CITIES**

**Gilda's Club Quad Cities** welcomes the support of community groups wishing to support the organization and those touched by cancer. In order to be respectful of our contributors and to protect the organization's reputation, we ask that all fundraising efforts be coordinated through **Gilda's Club Quad Cities** and Joy McMeekan, Executive Director.

Gilda's Club Quad Cities has found 3<sup>rd</sup> Party Fundraising Programs to be a wonderful way for individuals and corporations to get involved by hosting events, parties, walks, drives, etc. For us, it is a two-fold benefit as the organization does not use our own limited staff and financial resources to hold additional fundraising benefits or events. We appreciate your willingness to help.

Please provide us with the following information and review our guidelines for 3<sup>rd</sup> Party Fundraising Programs. If you have any questions or need assistance in completing the form, please contact **Michele Darland at (563) 326-7504 or [michele@gildasclubqc.org](mailto:michele@gildasclubqc.org)**.

Organization Name:

Address:

City:

State:

Zip Code:

Contact Name:

Title:

Phone Number - Day:

Evening:

Email:

Name of Fundraising Event:

Date Fundraising Event Begins:

Date Fundraising Event Ends:

Time and Location of Fundraising Event:

Description of Fundraising Event:

What is the goal of the Fundraising Event?

How will you be promoting this Fundraising Event?

What percentage of proceeds will go to Gilda's Club Quad Cities?

What support, if any, will you need from Gilda's Club Quad Cities?

*(For example: staff time at planning meetings, at the event, Gilda's Club materials, space, etc.)*

The fundraising organization agrees to provide the following support for the Fundraising Event:

I have reviewed the **Gilda's Club Quad Cities** 3<sup>rd</sup> Party Fundraising Program Guidelines and agree to follow these guidelines for fundraising and solicitations on behalf of **Gilda's Club Quad Cities**. Furthermore, I understand that all information made available to me in connection with such work is to be treated as confidential, and will be used only in connection with my duties with the organization.

In consideration of permitting me access to such information, I hereby agree to hold **Gilda's Club Quad Cities**, its agents and employees, harmless from all liability, loss, cost and expense on account of any and all damages, claims and actions arising in any matter from any breach of confidentiality on my part.

I further agree to indemnify and hold **Gilda's Club Quad Cities**, its agents and employees, harmless from all liability, cost and expense on account of any and all damages as a result of any injury that may occur to me while performing my duties as a volunteer.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
For the Fundraising Organization

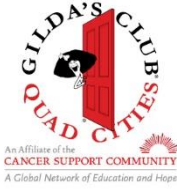
Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
For **Gilda's Club Quad Cities**

Please complete this form and return to:

**Joy McMeekan, Executive Director**  
**Gilda's Club Quad Cities**  
1234 East River Drive  
Davenport, IA 52803

Phone: (563) 326-7504  
Email: [joy@gildasclubqc.org](mailto:joy@gildasclubqc.org)

*After approval, a signed copy will be returned to you for your files. Thank you!*



### **3<sup>RD</sup> PARTY FUNDRAISING PROGRAM GUIDELINES**

1. Only volunteers may be used in solicitation efforts and they may not receive compensation of any kind for their efforts.
2. **Gilda's Club Quad Cities** requests that telephone solicitation NOT be used as part of a fundraising effort.
3. As a rule of thumb fundraising costs should not exceed 50% of the sum raised. Since **Gilda's Club Quad Cities** has an active fundraising program we require that organizations and individuals submit a list of potential sponsors prior to solicitation. This is done so we do not jeopardize existing requests.
4. All statements made concerning the event, including statements concerning **Gilda's Club Quad Cities** should be approved by the Development Director and be completely truthful and accurate.
5. If an opportunity to speak to a media outlet is presented for this fundraising event, **Gilda's Club Quad Cities** shall be offered the opportunity to have a **Gilda's Club Quad Cities** spokesperson present to interface with the media.
6. Persons raising funds on behalf of **Gilda's Club Quad Cities** will provide a clear and accurate statement of how we will benefit (including percentage of proceeds) from the event or solicitation in all advertising, solicitation programs, promotions, printed materials, scripts, or the like, in which the name of **Gilda's Club Quad Cities** will be used.
7. Prior to production and distribution, all advertising, promotions, printed materials, solicitation programs, appeals, etc. will be submitted to **Gilda's Club Quad Cities** for approval.
8. All funds raised must be delivered to **Gilda's Club Quad Cities** within six weeks after the event/program ends.

### **PLEASE NOTE**

1. **Gilda's Club Quad Cities** may make known, publicly or privately, its approval of the above named event, campaign, promotion, or solicitation, and it may also make known its denial or revocation of approval.
2. **Gilda's Club Quad Cities** may revoke its approval should it believe that any of the guidelines listed are not being met.
3. A copy of this agreement will be made available upon request to any interested party. At the organization's discretion, it shall also be supplied to any oversight agencies **Gilda's Club Quad Cities** deems appropriate.