



WOMEN IN DISTRESS™  
OF BROWARD COUNTY, INC.  
ESTABLISHING S·A·F·E™  
STOP ABUSE FOR EVERYONE™

**Women In Distress of Broward County, Inc.**  
P.O. Box 676 · Fort Lauderdale, FL 33302  
CRISIS LINE 954-761-1133 · Administration 954-760-9800  
www.womenindistress.org · info@womenindistress.org

Our mission is to provide victims of domestic violence with safe shelter, crisis intervention and resources, and to educate the community in order to Stop Abuse For Everyone (SAFE) through Intervention, Education and Advocacy.

## **Third Party Event Fundraiser Guidelines**

Event Proposals are usually reviewed every Friday.  
You will be notified the following Monday.

Thank you for reaching out to Women In Distress as a potential beneficiary of your fundraiser. We are very appreciative that you have chosen our organization to benefit from your efforts. Women In Distress is receptive to benefiting from a variety of different kinds of third party fundraisers.

**In order for your event to be approved, you must commit to raising a minimum of \$500.** The host must provide WID with a check or money order for the funds raised within thirty (30) days after the event had taken place. If WID is receiving a percentage of net proceeds, a final budget must be included.

### Women In Distress cannot provide the following:

- Monetary support of any kind
- Sponsorship or donor outreach
- WID staff for speaking (unless pre-approved and arranged by the organization)
- Volunteers
- Tax acknowledgement letters for cash only donations (Note: we can provide for donations made by check)

### Events including the following cannot be considered:

- Anything inconsistent with WID's mission of serving families;
- Involves a professional fund-raiser unless services are being provided on a volunteer basis;
- Involves the sale of tickets, products, or services by telephone, i.e., "boiler-room telephone operations" which sell tickets to businesses or individuals;
- Do not comply with municipal, county, state or federal laws or regulations;
- Includes nudity or sexually explicit themes, content or activities of any kind.

### Financial Obligations

- The host must assume the burden of the cost of the event or activity. WID is unable to provide front money for any proposed event or activity or to pay any expenses incurred.
- The host should obtain, at their own expense, any and all liability insurance that may be required in staging any special event or activity for which WID is the beneficiary.

### Promotion & Use of WID Logo

- The host is responsible for all ticket sales. If assistance from WID is required for the success of the event or activity, the extent of WID's obligation must be clearly delineated in advance.
- All materials using the WID name and/or logo must be approved by WID and cannot be released until the overall event or activity has been approved.
- If any promotional assistance from WID is required, the extent of WID's obligation must be clearly delineated in advance.
- All publicity must clearly state what percentage of the net proceeds or what flat amount is being contributed to WID. Where WID is to receive "net proceeds", a budget must be submitted. The term "net proceeds" refers to the funds remaining after the deduction of event expenses which must be detailed in the budget.

## HOST DETAILS

Name & Description of Event Host: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## EVENT DETAILS

Event Name: \_\_\_\_\_

Event Date and Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Description & Details: \_\_\_\_\_

\_\_\_\_\_

## BUDGET

**Expected Amount of Donation: \$** \_\_\_\_\_ What donation amount or portion of the proceeds of the special event/activity will WID receive? (Please describe): \_\_\_\_\_

\_\_\_\_\_

Event donation/proceeds will turn over funds to WID within 30 days of event with a final budget:  Yes  No (explain)

\_\_\_\_\_

## PROMOTION

Estimated Attendance: # \_\_\_\_\_ Target Audience: \_\_\_\_\_

How and when is the event being promoted? (please provide details)

- Newspaper: \_\_\_\_\_
- Magazine: \_\_\_\_\_
- Radio/TV: \_\_\_\_\_
- Flyer Distribution: \_\_\_\_\_
- Emails: \_\_\_\_\_
- Other: \_\_\_\_\_

Please select what type of support/promotion you would like provided by WID:

- WID logo and/or name for promotional purposes (approval required prior to publication)
- WID materials for distribution at event (you must make an appointment to collect the materials from WID)

- Event listing included on WID website calendar (<http://www.womenindistress.org/events.html>)
- Pre-event listing in WID e-newsletter (sent to 6,500+ supporters, donors, and volunteers – must be received at least 4 weeks in advance of event)
- I have an event flyer that I'd like posted on your website: [www.womenindistress.org/community-partners.html](http://www.womenindistress.org/community-partners.html)
- Post-event recognition on WID website (under "View Past Events" at <http://www.womenindistress.org/view-past-events.html>) for up to 1 month post-event

Please describe any promotional materials where you would like permission to include either WID's name and/or logo (approval required prior to publication/printing of materials with our name or logo):

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**PLEASE LIST 3 LOCAL REFERENCES OF HOST**

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

**AGREEMENT**

By signing below, the host agrees to abide by the outlined policies and guidelines and understands and agrees that:

- a. **The amount raised from the event will be a minimum of \$500;**
- b. The event/activity must be in good taste and be consistent with WID's mission;
- c. No publicity or advertising using WID name and/or logo may be released until this agreement is signed by both parties authorizing WID as the beneficiary of this special event;
- d. No volunteers or WID staff are guaranteed to attend.
- e. WID reserves the right to void this contract at any time, and will provide written or email notice to host.

**The host understands that nothing in this agreement or in any other document(s) may be construed to authorize the host or any of its employees, volunteers or representatives to act as an agent of WID.**

Host/Contact Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return your completed application to:

Mail: Women In Distress, Attn: Events, PO Box 676, Fort Lauderdale, FL 33302  
 Fax: (954) 832-9487 (Attn: Events)  
 Email: Courtney Holshouser at [cholshouser@womenindistress.org](mailto:cholshouser@womenindistress.org)

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