

Club 21 Learning and Resource Center, Inc. Third-Party Event Information

A third-party event is any fundraising activity developed by a non-affiliated group or individual where Club 21 Learning and Resource Center, Inc. has no financial responsibility and little-to-no staff involvement. Although we actively encourage third-party fundraising events, all such events must be approved by Club 21 Learning and Resource Center, Inc.

This is an important safeguard to preserving the integrity of the Club 21 Learning and Resource Center, Inc. name and our commitment to raise the funds necessary to fulfill our mission in a cost-efficient and effective manner. While we are happy to provide guidance for your event, we do not have the personnel to handle the organizational and administrative tasks associated with third-party events. Therefore, the event sponsor is responsible for [all the details](#) of the event, including:

- ★ Underwriting all of the related costs
- ★ Recruiting volunteers to help out at the event
- ★ Publicizing the event
- ★ Selling event tickets and/or finding participants
- ★ Working at the actual event

Guidelines

1. Organizers must sign a third-party event contract and return it to Club 21 Learning and Resource Center, Inc.
2. The event will be promoted in a manner to avoid statement or appearance of Club 21 Learning and Resource Center, Inc. endorsing any product, film, organization, individual, or service.
3. Club 21 Learning and Resource Center, Inc. will provide a logo and a written statement that indicates Club 21 Learning and Resource Center, Inc. is a recipient of a portion of the proceeds from the event.
4. All promotional materials must clearly state that Club 21 Learning and Resource Center, Inc. will be receiving a portion of the proceeds from the event.
5. Club 21 Learning and Resource Center, Inc. must approve all promotional materials, including but not limited to advertising, letters, brochures, flyers, and press releases prior to production or distribution.
6. Event organizers are responsible for obtaining all permits associated with the event, especially those for raffles and/or games of chance.
7. Event organizers are responsible for following posting policies for their institution/city. If there are any questions about this guideline, organizers are required to contact Club 21 Learning and Resource Center, Inc.
8. Event organizers must obtain their own liability insurance to cover the event.
9. Club 21 Learning and Resource Center, Inc. is not financially liable for the promotion and/or staging of third-party events.



Club 21 Learning and Resource Center, Inc.
Third-Party Event Information
How Club 21 Can Help You

1. We can provide you with accurate facts and statistics about Down syndrome and give you accurate information to distribute to local media and in other promotional materials.
2. We can provide you with a letter stating that proceeds from the event will go to Club 21 Learning and Resource Center, Inc., and provide our 501(c)(3) nonprofit organization tax ID number for event sponsors and donors.
3. Once you have completed the contract and submitted it to us, we can list your event on our website, listing dates, times, locations, and contact information for your event.
4. We can provide you with our logo to use (as approved) to let attendees know proceeds will be donated to Club 21 Learning and Resource Center, Inc. We can also resize our logo to suit your needs.
5. We can work with you and help you develop an effective marketing plan for your event to help ensure maximum attendance.

Questions?

Contact the Club 21 Learning and Resource Center, Inc. Team:

Joan McLaughlin, Development Coordinator
joanm@clubtwentyone.org (626) 844-1821

Pam Gang, Executive Assistant
pamgang@clubtwentyone.org (626) 844-1821

539 N Lake Ave Pasadena, CA 91101
www.clubtwentyone.org
626.844.1821



Club 21 Learning and Resource Center, Inc.
Third Party Event Contract

Event Title:

Event Organizer(s):

Event Sponsor(s):

Event Date:

Event Location:

Event Description/Details:

I/We have read the attached Club 21 Learning and Resource Center, Inc. Third-Party Event Information, agree with the guidelines as stated in the document and agree to be bound by all the terms and conditions set forth in the Club 21 Learning and Resource Center, Inc. Third-Party Event Information document.

Event Organizer(s) Signature

Date

Event Sponsor(s) Signature

Date

Approved by:

Club 21 Representative Signature
Club 21 Learning and Resource Center, Inc.

Date

