



BOYS & GIRLS CLUBS
OF CENTRAL VIRGINIA

THIRD PARTY SPECIAL EVENT GUIDELINES

Get to together with friends and family and support the Boys & Girls Clubs of Central Virginia (BGCCVA). Whether you host a walk, benefit or golf tournament, you can have fun and help the Clubs at the same time!

- Read the Third Party Special Event Guidelines posted on www.bgclubcva.org.
- Call the director of special events and marketing: 434-971-9400
- E-mail our administrative office: (admin@bgclubcva.org) .

The BGCCVA is grateful to the dedicated volunteers who work tirelessly to build support for the Clubs. By finding new ways to engage the community and help raise funds, you support programs that provide the highest quality youth development programs to kids who need us the most.

Get Started Planning Your Event

- Steps to organizing a successful event
- Frequently asked questions
- Financial information
- Sample events
- Get a copy of our event proposal form

Steps to Organizing a Successful Event

- **Details:** Decide what type of event you will host. Then start thinking about a theme, location, food and beverages, prizes and programming.
- **The green light:** Review the BGCCVA Third Party Events Guidelines. Complete the Event Proposal Form and return it for approval to the Boys & Girls Clubs of Central Virginia at least six weeks prior to the tentative date of your event.
- **Form a committee:** Gather enthusiastic family, friends and colleagues to start planning. They can provide the support you will need to organize and run your event.
- **Prepare a budget:** Establish a fundraising goal and identify potential sources of income and expenses.
- **Plan a timeline:** Develop a timeline to know when important tasks are due and who is responsible. This will help keep your event on schedule.
- **Spread the word:** Send invitations and e-mails to everyone you know and ask them to help by telling their circle of friends. Give yourself plenty of time for invitations and publicity.
- **Have fun!** Hold your event and have a great time and raise awareness about the BGCCVA and the worthy cause for which you are raising money.
- **Don't forget:** Collect funds for the event you hosted and send one check, made payable to the Boys & Girls Clubs of Central Virginia, to the Resource Development Office within 60 days of your event.
- **Hooray!** Congratulate yourself and your committee for planning a successful event. Acknowledge and thank your donors, participants, sponsors and in-kind donors.

- **Follow-up:** Organize a follow-up meeting with your committee to discuss and evaluate your event...and start the planning for next year.

Frequently Asked Questions

- **Can the BGCCVA Development Office provide me with letters and receipts for my supporters?**
Yes, there are several letters that the Development Office can provide. However, please note that we are unable to provide tax receipts for any gifts or contributions that are not received or made payable directly to the BGCCVA. Documents that we can provide are as follows:
 - Authorization letters to be used to validate the authenticity of the event and its organizers.
 - Thank-you letters to donors for raffle and auction items donated directly to the third-party volunteer organizers.
 - Acknowledgement letters and tax receipts for contributions made payable directly to the BGCCVA, and delivered to the Resource Development Office.
- **Can I use the BGCCVA name and logo to promote my event?**
Of course! Prior to use, please be sure to submit for approval all materials on which you would like the BGCCVA name and logo to appear. Also, the Resource Development Office must approve all invitation copy, advertisements and printed materials related to the event before printing and distribution.
- **Can the BGCCVA help spread the word about my event?**
As soon as we approve your event, we are happy to help promote it on our website and throughout appropriate general publications.
- **Can the BGCCVA provide me with a list of supporters?**
We cannot provide mailing lists of donors, staff or vendors, as it is our policy to keep records confidential. The Resource Development Office would be happy to review your list of potential sponsors before you solicit them for contributions, sponsorships or in-kind gifts.
- **Can BGCCVA solicit corporate sponsorship for my event?**
We cannot solicit corporate sponsors for your event. However, the Resource Development Office would be happy to review your list of potential corporate sponsors before you solicit them for contributions, sponsorships or in-kind gifts.
- **Who will help run my event?**
The BGCCVA events staff will be able to provide guidance. However, due to staff and time constraints, we are unable to manage your event for you. We recommend that you form a committee of friends, family and others who are excited about your cause. They will play an important role in providing support during your event and throughout your planning.
- **Can I have a raffle at my event?**
Raffles and auctions are a great way to raise money. Virginia has strict regulations governing raffles and gaming events carried out for charitable purposes. If you would like to learn how to obtain more information about the rules governing raffles and “games of chance” in Virginia, please refer to the financial information section.
- **Can I use the BGCCVA tax-exempt number to buy supplies related to my event?**
The BGCCVA cannot provide our tax-exempt number to event organizers to make purchases related to their event. However, if a business makes a donation to the event and would like the tax-exempt number for tax purposes or to verify the tax status of the BGCCVA, we will provide the tax identification number to that business upon request.

- **Who will pay my event expenses?**
The event organizer is responsible for covering all expenses for their event and will not be reimbursed. Your event costs should be deducted from the funds raised prior to sending the donation to the BGCCVA.
- **Can I designate part of the proceeds from my event to another organization?**
Yes, please be sure to inform the Resource Development Office of this on your Event Proposal Form. If there is more than one beneficiary, please clearly state the percentage of the proceeds that will benefit the BGCCVA on all advertising, promotional and print materials.
- **What should I do with the money from my event after I have collected it?**
Within 60 days following the event, please deliver all net proceeds, made payable to the Boys & Girls Clubs of Central Virginia:
 - Boys & Girls Clubs of Central Virginia
PO Box 707
Charlottesville, VA 22902
- **Whom may I contact if I have more questions?**
The Resource Development Office is available to offer advice and expertise while you plan your event. If you have further questions or need assistance, please e-mail us, call us at 434-971-9400 or write to us at:
 - Boys & Girls Clubs of Central Virginia
PO Box 707
Charlottesville, VA 22902

Financial Information

- **Tax Information**
Events must comply with all federal, state and local laws governing charitable fund raising, gift reporting and special events. Virginia has strict regulations governing raffles and gaming events carried out for charitable purposes. Event organizers may obtain more information on the rules governing the conduct of raffles and other “games of chance” in Virginia by visiting the Virginia Department of Agriculture and Consumer Services website, <http://www.vdacs.virginia.gov/gaming/forms.shtml>.
- **Liability Information**
The BGCCVA is not financially or otherwise liable for the promotion and/or staging of fund-raising events by any third-party organization/individual. The sponsoring organization/individual may not incur any financial or other obligations on behalf of the BGCCVA. Third-party fund-raising organizations/individuals must provide insurance certificates as required by local, state and federal laws. The BGCCVA cannot be held responsible in any way for casualties and/or situations that occur at your fundraising event or promotion.
- **Financial Accounting**
The BGCCVA is unable to open or manage bank accounts for third-party events. Instead, the BGCCVA’s Resource Development Office encourages event organizers to protect their proceeds through careful financial management — especially if event supporters’ individual checks are not mailed directly to the BGCCVA. The Resource Development Office recognizes that event organizers need funds to run their events and pay expenses. For these purposes, you may prefer to keep funds on hand, either in your own personal account or in separate account earmarked for the event. In your pre-planning process, make sure to develop a budget, taking into consideration the type of event you are having and the many components related to the event.

The BGCCVA cannot pay expenses in anticipation of funds raised from a third-party event. As you develop your event, also keep in mind that:

The cost of the funds raised must be reasonable

- Expenses should not exceed 30 percent of income
- It's important to budget wisely in order to cover any items not being donated
- **Steps for Managing Finances**
 - Prepare a budget
 - Record all expenses
 - Get all estimates in writing and keep receipts
 - Pay all expenses by check (avoid paying with cash). After all expenses have been paid and accounted for, make one check (for the amount of your remaining funds) payable to the Boys & Girls Clubs of Central Virginia and mail it to:

Boys & Girls Clubs of Central Virginia
PO Box 707
Charlottesville, VA 22902

If you have any questions about managing the finances for your event, please e-mail us or give us a call at 434-971-9700.

TYPES OF EVENTS

Events put on to benefit the BGCCVA run the gamut from small dinners to walks and runs to large scale golf tournaments. The following are sample events:

- **Dinners and Galas**
- **Concerts**
- **Road races and Walks**
- **Golf Tournaments**

Get a Copy of Our Event-Planning Guide and a Sign-up Form

- [Download our events proposal form \[pdf\]](#)