

**YWCA Northeastern Massachusetts
Third-Party Fundraiser Application**



Application Instructions:

Please download this form, complete and either mail or email as indicated at the bottom of the form.

1. Event Organizer Information:

Name of Contact: _____

Today's Date: _____

Mailing Address:

City: _____ State: _____ Zip: _____

Telephone: _____

Email: _____

Name of Organization: _____

Is your organization a non-profit (501c3)? Yes No

2. Event Information:

Name of Event: _____

Location of Event: _____

Event Date: _____

Event Time: _____

Projected attendance: _____

Description of Event:

Are there other beneficiaries of this event? Yes No

If yes, name of other organizations:

Percentage to be given to YWCA of Greater Lawrence:

Describe how funds will be raised:

Does the event require a permit?* Yes No

Does the event require insurance?* Yes No

**If you answered yes to either/both of these, please include a copy of the document(s) two weeks prior to the event.*

Plan for marketing materials – please note that all materials where the YW logo will be used must be pre-approved by the YW four weeks in advance of your event.

Agreement:

I specifically agree to all the terms and conditions contained in the “Policies and Procedures for Third-Party Fundraisers” attached to and made a part of this application. I understand that my event is not considered an approved event until written approval of my application is received from the YWCA Northeastern Massachusetts. No amendment, modification or waiver of any of the terms and conditions contained in this document and the “Policies and Procedures for Third-Party Fundraisers” shall be valid unless in writing.

At no time will the Foundation, or any representative of the Foundation, be responsible for the cost, planning, or staffing of my event, nor will they be liable for personal injuries or damages to property which may occur during my event. I agree to indemnify and hold harmless the YWCA Northeastern Massachusetts and their employees, agents and representatives, from any and every claim, demand, suit and payment related to or caused by my event.

Event Organizer’s Signature: _____

Date: _____

Return Completed Application to:

**YWCA Northeastern Massachusetts
Marketing Office
38 Lawrence Street
Lawrence, MA 01840**

or

Email to info@ywcanema.org