



Event Proposal and Agreement

Submit form for approval at least 30 days prior to the proposed event date by mail, fax or e-mail to:

Renee Helfenstein, Director of Special Events & Community Outreach
Community FoodBank of New Jersey
31 Evans Terminal
Hillside, NJ 07205
E-Mail: rhelfenstein@cfnj.org Fax: 908-355-0479 Phone: 908-509-6509

Submission of this form does not constitute approval. We will contact you to discuss your proposal within seven business days of receipt.

Thank you for thinking of the Community FoodBank of New Jersey as the beneficiary of your fundraising efforts.

Event Host Information

Contact Name: _____

Company/Organization: _____

Address: _____

Phone: _____

E-Mail: _____

Minors: Are you under the age of 18? Yes No

If yes, name & signature of parent or guardian is required.

Name (please print)

Signature

About the Event

Event Name: _____

Date of Event: _____

Location: _____

Event Description: _____

What is the total amount of revenue you estimate will be generated from this event?

How will funds be raised? (check all applicable)

Cash Donations

Event Sponsorships

Live/Silent Auction

Merchandise Sales

Raffle

Ticket Sales

Other (please explain)

What percentage of proceeds will the Community FoodBank of New Jersey receive?

Please name any other charitable organizations that will benefit from this event:

Do you plan to use the Community FoodBank of New Jersey's name/logo in promoting this event?



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If yes, please describe the materials you plan to create (please attach copies if available):

Will the event be promoted to the general public? Yes No

What type of promotion do you plan to use?

Print	TV	Radio
Internet	PR (agency or in-house)	Paid Advertising
Brochures/Flyers	Signs/Banners	Direct Mail
Other (please explain)		

Agreement

- No action will be taken on any event/promotion until approval is received from the Community FoodBank of New Jersey (CFBNJ).
- All media and public communication mentioning the Community FoodBank of New Jersey, our mission, work and logo must be approved before release, distribution or publication.
- Events must comply with all state, municipal and federal laws including (but not limited to) those pertaining to charitable fundraising, gift reporting and special events.
- It is the responsibility of the person(s) organizing the event to obtain all necessary licenses, permits and insurance certificates that may be required.
- Tax receipts will be issued only for donations made directly to CFBNJ for which no goods or services have been exchanged.
- The organizer must provide proceeds and a summary of results relevant to the event program within 60 days of the event's end.

I acknowledge the Community FoodBank of New Jersey (CFBNJ) is a beneficiary of this event and not a sponsor. I understand that CFBNJ will not be held liable for any legal or financial liability associated with this event. I recognize that, as the organizer of this event, I am responsible for adhering to CFBNJ's requirements as outlined and agree to modify, cease or cancel my event/promotion if CFBNJ is notified or becomes aware of practices incongruent with its guidelines or mission.

Signature: _____ Date: _____