



**Big Sisters**  
of Rhode Island

## **EXTERNAL EVENT APPROVAL POLICY & APPLICATION FORM**

**Thank you for your interest in holding a special event for Big Sisters of Rhode Island (BSRI). We appreciate your desire to help us transform the lives of at-risk young girls through our mentoring programs.**

We are grateful for all the support we receive from organizations and the greater community. To help you organize your event, Big Sisters of Rhode Island has put together a list of points that should be adhered to, to protect all participating parties.

- The organizer of any fundraising event or activity needs to abide by all applicable legislation and apply for any permits/permission that may be required. This is inclusive of all raffles, bingo, vending tickets, other games of chance or any public appeal. If you require guidance in this area, please call us. Copies of any permits should be sent to Big Sisters of Rhode Island office.
- Organizers are advised to ensure they have the relevant insurance and indemnity considered necessary in association with any event involving the general community or individual members of the public. The sponsor must hold BSRI harmless from any and all claims that may arise with this event. Our insurance policy does not cover events conducted by external fundraisers.
- Organizers wishing to use our name and logo must gain approval first. A proof of the suggested use of the logo must be submitted to the office for approval.
- All publicity in reference to the fundraising event/activity should clearly state that the event/activity is being organized by (name of organizer/company). Press releases or advisories must be submitted to BSRI for approval. All promotional material must be worded in such a way as to make it clear that the Big Sisters of Rhode Island is either the only beneficiary, or is one of a number of charities benefiting from the event.
- Organizers shall perform all things necessary for the successful completion of the event, and shall assume full obligation and responsibility for payment of expenses in connection therewith, without regard to the amount of funds collected for the event. BSRI will not underwrite any portion of the event, nor be responsible for any expenditure related to the event.
- Big Sisters will do its best to provide representation, but due to conflicts or high demand we can not commit all of our staff or volunteer resources.
- BSRI will determine how funds will be used by organizer according to the "area of greatest need."
- **Organizers please complete the attached form and forward it to Big Sisters of Rhode Island for approval before conducting an event.**

Big Sisters of Rhode Island would like to thank you for helping our "Little Sisters" to thrive emotionally, socially and academically.

**THANK YOU FOR YOUR SUPPORT!!**



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## EXTERNAL EVENT PROPOSAL & NOTIFICATION FORM

Big Sisters of Rhode Island is grateful for the support of generous people in the community. To enable us to keep in touch with its supporters and to comply with its legal obligations, we keep a register of fundraising events. **Please complete and return it to: Big Sisters of Rhode Island, Cheryl Del Pico, 120 Lambert Lind Hwy., Warwick, RI 02886 or [cheryl@bigsistersri.org](mailto:cheryl@bigsistersri.org).**

<b>Title:</b> _____	<b>First Name:</b> _____	<b>Last Name:</b> _____
<b>Company Name:</b> (if applicable) _____		
<b>Address:</b> _____		
<b>Telephone:</b> _____	<b>Mobile:</b> _____	<b>Email:</b> _____
<b>Fax:</b> _____	<b>Position within Company</b> _____	
<b>Name of Event:</b> _____		
<b>Description of fundraising activity:</b> _____		
<b>Size of event:</b> <input type="checkbox"/> less than 20 people <input type="checkbox"/> 20-50 <input type="checkbox"/> 50+ <input type="checkbox"/> 100+ <input type="checkbox"/> 250+		
<b>Event Location:</b> _____		<b>Date:</b> _____
Please state other beneficiaries from this event (if any):		
<b>I agree to comply with any legal requirements and with Big Sisters of Rhode Island conditions for fundraising.</b>		
<b>Signed:</b> _____		<b>Date:</b> _____

Big Sisters of Rhode Island reserves the right to refuse permission to execute an event and fundraise on its behalf or to rescind its permission at any time.

### EVENT APPROVAL

This authority to hold an event and fundraise on behalf of Big Sisters of Rhode Island applies only to the event described on this form. Signed and approved on behalf of Big Sisters of Rhode Island:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Donations should be made payable and sent to Big Sisters of Rhode Island, 120 Lambert Lind Highway, Warwick, RI 02886.

**We will be in touch in due course to see if we can assist you in any way with your event/activity**

**THANK YOU FOR YOUR VERY GENEROUS SUPPORT!!**