



Application to Conduct a Third Party Fundraising Event

Date of Application: _____

Organization or Group: _____

Contact: _____

Email: _____

Address: _____

City, State, Zip: _____

Daytime Phone: _____

Fax: _____

Name of Proposed Event: _____

Description of
Proposed Event: _____

(attach additional pages if necessary)

Date/Time/Location: _____

Rain date *(if an outdoor event)*: _____

How will you generate funds? _____

Potential Sponsors: _____

Budget Information: _____
(Please attach details)

Projected Income: _____

Projected Expenses: _____

Projected Donation: _____

Publicity/Promotion: _____

(Please list all areas, i.e. brochures, radio, print ads, television, etc.)

Insurance: (Copies of necessary insurance with SPSF NWA listed as additional insured must be submitted to the SPSF NWA Office 14 days prior to the event)

Company: _____

Type and Amount: _____

Please note: *If a sporting event, copy of participant waiver must be submitted 30 days prior to event.*

Will other charitable organizations benefit? If so, please name and describe extent.

Assistance needed from SPSF NWA:

Applicant has read the attached Guidelines for Conducting Special Events, Benefits or Promotions to Benefit the Single Parent Scholarship Fund of Northwest Arkansas (SPSF NWA) and agrees to abide by them. Applicant understands that approval must be granted by SPSF NWA and a Letter of Agreement must be executed by the parties before Applicant can plan or promote the proposed event. SPSF NWA shall not be liable to any vendor or other third party for any fees, costs, or payments of any kind associated with the event, and Applicant agrees to indemnify and hold harmless SPSF NWA against any such claims by third parties or vendors for said fees, costs, or payments.

Applicant Signature:

Please read the attached guidelines before completing this application.

Once completed, send the application to:

***Single Parent Scholarship Fund of Northwest Arkansas
601 W. Dickson St. Suite 2
Fayetteville, AR 72701***

You may fax the application form to (479) 439-1179 or e-mail anne@spsfnwa.org

Please call (479) 935-4888 if you have any questions about the guide.