



# EVENT PARTNERSHIP & FOOD DRIVE FORM

Contact Person / Event Manager \_\_\_\_\_

Group / Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of Event \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Venue \_\_\_\_\_

Venue Address \_\_\_\_\_

Is this an annual event?  Yes  No      Is this event  Open to the public  Invite only

How funds will be raised  Sponsorship  Ticket  Sales  Auction  Raffle  Donations  Other:

Please list any media partners \_\_\_\_\_

Will you be collecting food or funds at this event?  Food  Funds  Both

*If you would like to host a Food Drive or a Virtual Food Drive, please refer to the guidelines on our website. Please fill out the attached form for Fund Drives.*

Are there other beneficiaries?  Yes  No      Percentage given to FBEM \_\_\_\_\_%

Please list other beneficiaries \_\_\_\_\_

Do you need any of the following marketing materials?

Programs    Brochures    Fact Sheets    Boxes       Suggested Food List

Qty. \_\_\_\_\_   Qty. \_\_\_\_\_   Qty. \_\_\_\_\_   Qty. \_\_\_\_\_   Qty. \_\_\_\_\_

Anything else you would like us to know \_\_\_\_\_

I agree that at no time will Food Bank of Eastern Michigan, or any representative of FBEM, 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 FBEM and its employees, agents, and representatives from any and every claim, demand, suit, and payment related to my event. I also understand that FBEM reserves the right to refuse participation in, or to refuse funds from, any event, group, or person that does not align with our mission and values.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

The Food Bank of Eastern Michigan is an equal opportunity provider. The completed form can be emailed to [kmcglaughlin@fbem.org](mailto:kmcglaughlin@fbem.org). If you have any questions, please call (810) 396-0241 and let us know you are interested in organizing an event.

# FUND DRIVE APPLICATION

**RAISE MONEY WITH EASE FOR THE FOOD BANK OF EASTERN MICHIGAN**

**CHOOSE ONE:**  Individual  Family  Group  Company

**CONTACT PERSON:** \_\_\_\_\_

**GROUP/ORGANIZATION:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_ **END DATE:** \_\_\_\_\_

**IS THIS MONEY GOING TO BE MATCHED?**  Yes, up to \$ \_\_\_\_\_  No

**HOW WILL FUNDS BE RAISED?**

Sponsorship  Tickets  Sales  Auction  
 Raffle  Donations  Other \_\_\_\_\_

**PLEASE LIST ANY MEDIA PARTNERS:** \_\_\_\_\_

**WILL YOU ALSO BE HOSTING A FOOD DRIVE?**  Yes  No

**ARE THERE OTHER BENEFICIARIES?**  Yes  No

**PERCENTAGE GIVEN TO FBEM:** \_\_\_\_\_%

**PLEASE LIST OTHER BENEFICIARIES:** \_\_\_\_\_

**DO YOU NEED ANY MARKETING MATERIALS?**

Programs (Qty.) \_\_\_\_\_  Brochures (Qty.) \_\_\_\_\_  Fact Sheets (Qty.) \_\_\_\_\_

**WHY DO YOU WANT TO RAISE MONEY FOR THE FOOD BANK OF EASTERN MICHIGAN?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## QUESTIONS?

**810.396.0241 • [kmcglaughlin@fbem.us](mailto:kmcglaughlin@fbem.us)**

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# FOOD DRIVES & FUND DRIVES

## What does it mean to partner with the Food Bank of Eastern Michigan?

**THANK YOU** For your interest in partnering with the Food Bank of Eastern Michigan by hosting a drive. Both food drives and fund drives are beneficial to the food bank. As one dollar equates to six meals and six meals is 7.2 pounds of food. This means that a drive that collects 150 pounds of food equates to 125 meals!

## What Are Food/Fund Drives?

**Food Drives** are simply the collection of **nonperishable food items** (primarily canned or boxed food). They make great visual statements during an event and can provide fun competition between groups, teams or departments. The Food Bank will supply you with **promotional materials** such as fliers, brochures, fact sheets and lists of suggested food donations.

**Fund Drives** are a great tool for giving back without a physical collection of items. When you host a Fund Drive, the Food Bank creates an **online campaign page** for your organization which can feature a goal for your giving. Your staff and clientele can donate directly through this page or create their own **FREE fundraising account** and personally raise additional funds on behalf of your campaign for the Food Bank. Participation is easily tracked and creates friendly competition to see which group or individual raises the most money to fight hunger!

A Fund Drive can be a stand-alone event or take place at the same time as a Food Drive. Some organizations keep their event internal, but for a bigger impression we encourage you to **share the link on social media** and in other company communications to your patrons. To maximize impact, consider offering to match the donations raised during your campaign. You can set a specific time frame or dollar amount for your matching gift and since every **\$1 raised equates to 6 meals** a gift of any size really does provide more nutrition for our neighbors in need.

Food and Fund Drives are great ways for your organization to give back to the community and offer **hope to those who need it most.**

## QUESTIONS?

**810.396.0241 • [kmcglaughlin@fbem.us](mailto:kmcglaughlin@fbem.us)**

*The Food Bank of Eastern Michigan is an equal opportunity provider.*

 2300 Lapeer Rd. | Flint, MI 48503

 810.239.4441

 [FBEM.org](http://FBEM.org)

 [info@fbem.org](mailto:info@fbem.org)

# FBEM EVENT PARTNERSHIP



Thank you for your interest in hosting an event to benefit the Food Bank of Eastern Michigan! Your financial support and advocacy enables us to provide nutritious food to our neighbors. **EVERY DOLLAR DONATED EQUATES TO SIX FULL MEALS!** Please use these guidelines to plan your event. Please complete the included Event Partnership Registration form or find it on our website at [www.fbem.us](http://www.fbem.us). Form preferably submitted 30 days prior to event (at least 10 days).

## EVENT PARTNERSHIP & FOOD DRIVE GUIDELINES

FBEM must approve any fundraising event before contributions can be solicited in our name. Before planning your event, please email the Event Partnership Registration form to [kmcglaughlin@fbem.us](mailto:kmcglaughlin@fbem.us). A staff member will follow up with your submission. Thank you!

### WE ARE HAPPY TO PROVIDE:

- Approved printable FBEM materials such as programs, brochures, fact sheets & logo use
- Online donation portals specific to your event & personalized QR code flyer
- Written tax receipts for donations made payable to FBEM (Food Bank of Eastern Michigan)
- Social media promotion will be shared at the discretion of the Food Bank. Please see the Marketing and Publicity guidelines. Be sure to tag us so we can see it!

### WE CANNOT PROVIDE:

- Financing, sponsorships, or solicitation of in-kind support
- Donor, volunteer, or board member information
- Volunteers for your event
- Permits, licenses, insurance
- Events that compete or conflict with an already established or scheduled event
- Marketing material that requires the Food Bank to create ads, posters, or print materials

## MARKETING & PUBLICITY GUIDELINES

- Only hi-res or vector versions of our logo may be used. Contact us for more info.
- Event publicity is the responsibility of organizers (any promotional materials must be reviewed by FBEM).
- Please list the event name followed by “benefitting” or “to benefit” the Food bank of Eastern Michigan.
- All social media publicity is the sole responsibility of event organizers. Please tag FBEM and it will be shared at our discretion. ([facebook.com/foodbankofemich](https://facebook.com/foodbankofemich) or on Instagram at [thefoodbankofeasternmichigan](https://www.instagram.com/thefoodbankofeasternmichigan).)

## LEGAL GUIDELINES

- FBEM is not liable for any injuries sustained by event volunteers or participants related to a fundraising event benefitting FBEM.
- You are responsible for obtaining any necessary permits, licenses, and insurances required, including those for raffles, drawings, and other games of chance.

## FINANCIAL GUIDELINES

- Event organizers are responsible for payment of all event expenses.
- If FBEM is only receiving a portion of the event proceeds, this must be clearly disclosed.
- Tax laws do not allow event partnership coordinators to use our tax exemption for purchases. All other IRS regulations must be followed.
- FBEM can issue tax receipts to donations, but only if they are made directly to the FBEM. To provide a tax receipt, the following will need to be provided for each donor: name, complete mailing address, donation amount, and the value of goods and services the donor received in return for the contribution.

*FBEM reserves the right to change dates and/or refuse events for any reason. The Food Bank of Eastern Michigan is an equal opportunity provider.*

