



Women's Center & Shelter  
of Greater Pittsburgh

**Special Event/Activity Proposal & License Agreement**

Women's Center & Shelter of Greater Pittsburgh (WC&S) appreciates your support in our mission to advance the safety and wellbeing of victims of intimate partner violence and prevent and respond to intimate partner violence through social change. Please complete the proposal and indicate your acceptance of the terms and conditions by returning a signed copy to us via fax, email, or mail to the address listed at the end of the form. Once the proposal is accepted, you will be notified via email and can discuss the use of WC&S' name and logo for your marketing purposes with the designated WC&S staff. *KINDLY PRINT OR TYPE ALL INFORMATION.*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Organization or Group Name: \_\_\_\_\_  
*\*Please print name as you would like it to appear*

Brief description of organization/group: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

Date(s) and location(s) of event/activity: \_\_\_\_\_

Brief description of event/activity (fundraiser or product drive?) What do you intend to collect and from whom? *\*For all product drives, please check Women's Center's current needs at [www.wcspittsburgh.org/wishlist](http://www.wcspittsburgh.org/wishlist):*

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

Do you plan on publicizing the event/activity?: Yes                      No

If so, how? (website, email, mailings, etc.): \_\_\_\_\_  
*\*Please provide copies of all marketing materials which include WC&S name, logo or information as they are produced.*

Anticipated total cash or in-kind donation WC&S will receive: \_\_\_\_\_

Anticipated date donations will be turned into WC&S: \_\_\_\_\_  
*\*All proceeds/in-kind donations must be submitted within 30 days of activity/event*

**Important Note:**

**Women's Center & Shelter cannot guarantee that a staff representative will be able to attend your event. WC&S will try to meet as many requests as possible, provided the event facilitator gives a minimum of two weeks notice.**

- I am interested in receiving emails from Women's Center & Shelter:

---

Name: \_\_\_\_\_ Email: \_\_\_\_\_

---

Name: \_\_\_\_\_ Email: \_\_\_\_\_

---

Name: \_\_\_\_\_ Email: \_\_\_\_\_

---

Name: \_\_\_\_\_ Email: \_\_\_\_\_

---

Name: \_\_\_\_\_ Email: \_\_\_\_\_

---

WC&S may use our group/organization name online: Facebook, Twitter, Website, etc.

WC&S may use our group/organization name in printed publications: newsletter, annual report

**Terms and Conditions**

I/we agree to provide Women's Center & Shelter with all net proceeds within 30 days after the event/activity. WC&S may audit the event/activity if necessary.

1. The term of the license granted shall be from the date WC&S approves the proposal until the conclusion of the event; provided, however, that WC&S has the right to terminate the license if it determines, in its reasonable discretion.
2. I/we agree to submit to WC&S all printed and electronic materials, publicity releases, and advertising, including emails related to the event/activity that mention WC&S, prior to the production, distribution, broadcast or publication.
3. I/we understand and agree that I will not alter the WC&S logo in any way. I also agree not to use the WC&S name or logo in conjunction with offensive language or terminology that is contradictory to the WC&S mission.
4. In order to avoid inadvertently jeopardizing existing relationships between WC&S and its donors, sponsor agrees to receive approval from WC&S before soliciting corporations, businesses, celebrities, sports teams, or individuals cash or in-kind donations relating to the event/activity.
5. I represent to WC&S that (a) I will comply with all applicable laws during the planning, promotion and conduct of the event/activity; (b) all necessary insurances, licenses and permits will be obtained and will be in force through the conclusion of the event/activity; (c) the event/activity will result in no cost or expense to WC&S whatsoever, unless expressly

agreed in writing to the contrary; and (d) I will indemnify and hold WC&S harmless from any and all claims of any kind or nature whatsoever arising out of, or in any way related to the event/activity.

6. Nothing in this document shall be construed to authorize me or any of our employees or representatives to act as an agent of WC&S.
7. Unless your organization is a registered non-profit entity, donations made to it are not tax deductible.
8. Donations made directly to a third-party event can be used to cover the event's expenses, but are not tax-deductible.
9. A donation solicited on our behalf, whether the donation is an item or cash, is fully tax-deductible only when it is made directly and entirely to WC&S, as we are the only agents who can verify that such a gift was made, and the nature of the gift, to the IRS.
10. In order for a tax receipt to be issued, WC&S must be provided with the donor's name, address and phone number.
11. Any checks made payable to WC&S must be forwarded to WC&S for processing and deposit. Checks must represent an outright donation and cannot include any exchange of products or services. Such donations are tax-deductible and will be receipted by WC&S.

I have read through Terms & Conditions 1 through 11 and understand that this agreement will not become effective unless and until it is approved by representatives of WC&S via email.

Proposed by (Must be 18 years of age or older):

Print Name

---

Signature

Date

---



**Women's Center & Shelter**  
of Greater Pittsburgh

P.O. Box 9024 • Pittsburgh, PA 15224  
412-687-8017 x 338 • fax 412-687-3315  
ghinassim@wcpittsburgh.org • www.wcpittsburgh.org

Women's Center & Shelter of Greater Pittsburgh is a 501 (c) 3 organization effective May 2, 1974. The official registration and financial information of Women's Center & Shelter of Greater Pittsburgh may be obtained from the Pennsylvania Department of State by calling toll free, within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement.