



Third Party Event Agreement

Northwest Youth Services (NWYS) appreciates the partnership of individuals and community groups who would like to participate in helping to fund our programs. A Third Party Event is any event produced outside of the agency that raises funds for NWYS. Because NWYS' resources and staff time are very limited, it is important that we know the details of your proposed event ahead of time and are aware of any requests you may have of us in order to put on your event. All events hosted on behalf of NWYS must be congruent with our mission and values (enclosed).

Below you will find the guidelines to follow for community organized Third Party Events:

- NWYS asks that any event which will use our name in promotion be approved in advance by our Executive Director. Please provide at least four weeks' notice if you wish to have a NWYS speaker or representative at your event. We will promote your event as much as possible through our printed and electronic media. We do not loan, rent or sell our mailing list.
- NWYS asks that all printed materials and electronic media that include our logo are approved prior to production. The NWYS logo should be used as appropriate and only appear exactly as created. For details and to obtain the logo, contact our Executive Director, Riannon Bardsley at 360.734.9862 ext.116 or riannonb@nwys.org.
- NWYS is not able to provide any financial support for materials, equipment, venue, publications, or staff for this event.
- NWYS asks that all proceeds and/or donations from a Third Party Event be submitted to the organization, at the address below, within 30 days of the date of the event. Any other arrangements should be arranged with the Executive Director prior to the event.
- Any and all events produced or promoted to benefit NWYS must be managed in accordance with all the laws of the State of Washington. According to the IRS only donations to a nonprofit 501(c)(3) organization are eligible for income tax deductions. NWYS is a 501(c)(3) tax exempt nonprofit (federal tax ID # 91-0970561). Donations made directly to your event or organization will not be eligible for an income tax deduction unless you hold a 501(c)(3) tax exempt status.

AGREED TO BY:

Northwest Youth Services Representative Date

Third Party Event Organizer

Date



Third Party Event Proposal

For individuals and organizations proposing an event to benefit Northwest Youth Services

Northwest Youth Services Contact:

Riannon Bardsley, Executive Director, riannonb@nwys.org/360.734.9862 ext. 116

CONTACT INFORMATION

Organization/Group Name Contact Name

Address City, State, Zip

Phone (please identify if cell or home phone) E-Mail Address

EVENT INFORMATION

Proposed Name of Event: _____

Proposed Date and Time: _____

Proposed Location (specific venue and city): _____

Have you produced this event before? ☐ Yes ☐ No

If so, for what organization(s)? _____ Date _____

Will there be other beneficiaries besides NWYS? ☐ Yes ☐ No

If so, please list them:

Describe the nature of this event (e.g. auction, concert, dinner, etc.):

What are your goals for this event (include financial and attendance goals, in addition to any others)?

How will funds be raised at this event? (e.g. ticket sales, percentage of retail, pledge collection) Please be specific.

If you are selling tickets, for how much and where or how will they be sold? _____

By what date can NWYS expect to receive donations raised at the event? _____

(Unless other arrangements have been made we expect to receive receipts within 30 days of the event)

Do you have any business/corporate sponsors for this event? ☐ Yes ☐ No

If yes, please list sponsor(s):

Do you have paid staff dedicated to working on this event? ☐ Yes ☐ No

If no, is this an all-volunteer effort? ☐ Yes ☐ No

How do you plan to promote the event? Would you like NWYS to help promote your event?

Would you like NWYS to have a representative speaker or a table set up with our literature?

Would you like to include the NWYS logo on your event materials? ☐ Yes ☐ No

Any other details you would like to share?



Vision

By 2018, we will have the capacity to serve any at-risk, runaway or homeless youth in Skagit and Whatcom Counties.

Mission Statement

Northwest Youth Services collaborates with at-risk, runaway and homeless youth to foster self-reliance.

Philosophy of Service

- We believe that all children and youth deserve a safe nurturing environment.
- We believe that adolescence is an important time of transition, and that youth need and deserve compassion, encouragement, and support.
- We believe that children and youth should be recognized and valued as a vital part of our community.
- We believe change is needed within society to create a safe and healthy environment for children and youth.

Core Values

- **Youth Centered** – We put the needs of children and youth first.
- **Potential for Change** – We believe in the potential for all people to grow and change, and provide opportunities and tools to facilitate that process.
- **Advocacy** – We advocate for the interests of children and youth within their families and communities.
- **Empowerment** – We honor the unique process of each individual and family to meet their challenges and make their own choices for creating health and well-being.
- **Family Oriented** – We understand that each individual exists within the context of a family, and we work holistically to foster healthy relationships.
- **Strength-based Approach** – We meet people “where they’re at”, listen with compassion, honor differences, and build on strengths.
- **Diversity** – We believe that all individuals are important and deserve quality services, and we strive to provide an environment that truly embraces diversity and differences.
- **Innovative** – We look for innovative solutions and take initiative to provide and promote quality services.