



Coptic Orphans

...helping children survive and succeed

## Sponsorship Party Event Proposal Form

Thank you for choosing to host a Sponsorship Party for Coptic Orphans. As the recipient of the proceeds raised from your charitable party, Coptic Orphans can continue our mission help every vulnerable child in Egypt. We instill confidence for the future, and give the children a renewed sense of hope and a life enriched with education, health, and equality. We are confident about transforming a generation that has the courage to change the next.

The following procedures are for designating and publicizing Coptic Orphans as your recipient of event proceeds and charity of choice. All promotional materials (i.e. flyers/posters) relating to your party supporting Coptic Orphans must be approved by the Events Department. We can provide you with necessary information, and updated facts about Coptic Orphans that will assist you in promoting your event.

**Host Name:** \_\_\_\_\_

**Tel.:** ( ) \_\_\_\_\_ **Cell.:** ( ) \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name of Proposed Event:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Date & Time:** \_\_\_\_\_

**Brief description of the event:** (Attach additional pages if needed) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**List any sponsors you are planning to approach:** (Attach additional pages if needed)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Coptic Orphans

...helping children survive and succeed

### What assistance is needed from Coptic Orphans? (Check all that apply)

#### Promotional Materials:

- Brochures
- Annual Report
- "Change, it's more than just a few coins" postcard flyers
- Coptic Orphans Pens
- Free Host "Coptic Orphans T-shirt"

#### Tax Receipts:

As the Party Host, you are responsible for keeping a complete and accurate record of all of your donations and support (donor's full name, address, telephone number, contributions from businesses/corporations; company name, address, contact person, contact number). Please return all sponsorship info cards, donations, and guest sign-in sheets immediately following your party (within 10 days).

**General Questions/Comments:** \_\_\_\_\_

---

---

### Event Proposal Checklist

- Complete the Event Proposal Form. Be sure to include as much details as possible. Submit your proposal to Coptic Orphans at least 45 days in advance for consideration and processing of your request.
- Our Events Department will review your request and respond to you within 1-2 business days. Upon approval you will receive a Sponsorship ID # and the following will be emailed to you:
  - PowerPoint CD "Youth of a Nation"       Sponsorship Info Card       Invitations
  - Hosting a Party Guidelines & Tips       Sponsorship Party Ideas
  - Guest Sign-In Sheets       2005 Annual Report (10)

The following materials can be mailed to you at your request:

- PowerPoint CD "Youth of a Nation"       Brochures
- DVD (Valuable Girl &/or Serve to Learn)
- Free Host T-shirt
- Coptic Orphans Pens
  
- You must inform Coptic Orphans of any and all developments concerning your party. Please remember that before you produce and/or print any promotional materials (i.e. flyers/posters) for your party, you must obtain approval from the Coptic Orphans Events Department.



Coptic Orphans

...helping children survive and succeed

Waiver & Release of Liability (Read & Sign below)

I agree to the following:

Coptic Orphans will send me an email confirmation, along with my Sponsorship Party ID#, stating that they are aware of my intent to fundraise on their behalf and to use the Coptic Orphans name, if my Event Proposal is approved. Thereafter, I agree to conduct an event that is honorable and ethical, in alignment with the Christian core values of Coptic Orphans. This includes holding the event at a location fitting to the values of the organization, conducting oneself as the host befitting the values of the organization and honesty in collecting and reporting funds that were raised (within 10 days). In no form will I manipulate and/or alter any Coptic Orphans documents, photographs, handouts, CD/DVD presentations, brochures, or any other materials. I will not hold myself out as an official agent or representative of Coptic Orphans nor will I make any misleading representations concerning Coptic Orphans during the event. In consideration for being permitted to host a fundraising/sponsorship party on behalf of Coptic Orphans, I hereby RELEASE AND DISCHARGE Coptic Orphans and its respective agents, employees, officers, directors, associates, affiliated companies, subcontractors, cooperating agencies and organizations, or anyone with future dealing in any other capacity with Coptic Orphans ("the Released Parties") from any and all liability for any expenses, including fees and costs, loss, liability, damage, or cost associated with the planning & implementation of said event. I further agree to abide by all applicable rules and regulations of Coptic Orphans and its staff, representatives or designees, all instructions of Coptic Orphans or its staff, representatives or designees while hosting the event.

\_\_\_\_\_ Name

\_\_\_\_\_ Date

For Office Use Only

Date Proposal Received: \_\_\_\_\_

Date Proposal Approved: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Supporting Documents Sent to Host: \_\_\_\_\_

Sent By: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsorship Party ID#

[Empty box for Sponsorship Party ID#]