

# Special Event / Senior Project Form



## Questions and Answers

**Q: Who uses this form?**

A: Any outside individual or organization who wants to hold an event or project with proceeds benefiting The HOPE Fund.

**Q: Why is this form so important?**

A: The HOPE Fund greatly appreciates all your support and efforts you are putting into having your event. This form is designed to help protect and inform The HOPE Fund Board and all of their volunteers about details associated with your event and provide The HOPE Fund with the opportunity to help support your event.

**Q: What does this form accomplish for the HOPE Fund?**

A: This form helps protect The HOPE Fund by letting them have general knowledge about your event. As a Christian based, non-denominational, nonprofit organization, we must follow basic guidelines, rules and regulations.

**Q: What does this accomplish for you?**

A: Remember, this is your event. This form helps protect you. By letting The HOPE Fund have general knowledge about your event. The HOPE Fund will be able to properly guide and support your event and abide by the basic non-profit guidelines.

**Q: How can I advertize my event?**

A: Any way you would like. Just please use these words as a disclosure  
**All proceeds benefit The HOPE Fund of Penns Valley**

**Q: Who completes this form?**

A: The lead contact person who is organizing the event.

**Q. How do I complete this form?**

A: Please complete this form to its entirety. All the information is important and required.

**Q. Where do I return this form?**

A: Please return this form to one of the Hope Fund Board Menders to be approved. This can be done face to face, via mail to the address below, or e-mail.

**Q. When is the deadline to have this form submitted?**

A: The Hope Fund Board meets monthly to review and discuss all topics including events. We would appreciate getting this form to a board member 30 days in advance prior to your event.

**Q. How do I change my information on the event once it is submitted?**

A: You can simply contact a Board Member personally, submit your change in writing to the address below, or e-mail the change to pennsvalleyhopefund@gmail.com



P.O. Box 427  
 Centre Hall PA, 16828  
 www.pennsvalleyhopefund.com  
 E-mail: pennsvalleyhopefund@gmail.com

## Special Event / Senior Project Form

Name of Contact (please print)		Name of Event (please print)	
Address of Contact:		City:	State: Zip:
Phone Numbers of Contact: Home/Work: Cell:		E-mail address of contact:	
Start date of event: ____/____/____	End date of event: ____/____/____	Time or the event: ____ am/pm to ____ am/pm	Price of the event: \$ Per Person
Description / Type / Activities of event:			
Location of the event:			
Address		City:	State: Zip:
Signature of Contact: <b>X</b>			
Signature of Hope Fund Board Member: <b>X</b>			

By signing this form I acknowledge that this is my event and not a HOPE FUND EVENT. I have disclosed on all advertising or promotion for this event that **“All proceeds benefit The HOPE FUND of Penns Valley”**. I have also attached a brief description of my event along with any special activities that will be associated with the event. I acknowledge that this authorization will remain in effect until I give notification, satisfactory to The Hope Fund, to terminate this authorization. Thank you for having your event benefit The HOPE Fund of Penns Valley.

**\*If you would like to have your event posted on our website we require this form and your information be submitted to a board member 60 days in advance.**

