



## Little Smiles Third Party Pledge Agreement

Thank you for considering Little Smiles for your event. In order to approve this event, please complete and submit the following Third Party Pledge Agreement.

**Event Name:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Address of Event:** \_\_\_\_\_

**Brief Description of Event:** \_\_\_\_\_

\_\_\_\_\_

**Event Needs from Little Smiles:** \_\_\_\_\_

\_\_\_\_\_

**Insurance Company:** \_\_\_\_\_

**Policy Number:** \_\_\_\_\_

It is understood that the West Palm Beach Downtown Development Authority has all the required insurance.

The West Palm Beach Downtown Development Authority, by its signature below has presented Little Smiles with insurance.

### Event Representative

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

**Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

### Board Member Review:

LS Accountable Board Member: \_\_\_\_\_

Board Member Estimate of Donation/Percentage: \_\_\_\_\_

## Little Smiles, Inc. Third Party Fundraising and Liability Release Agreement

Little Smiles, Inc. is grateful to all those businesses, organizations and/or individuals who seek to conduct a third party event in support of our mission. Protecting the Little Smiles, Inc. hard earned reputation by being associated with quality third party events is more important than the incremental funds raised by those events. With this in mind, the undersigned agrees to the following when conducting third party events to benefit Little Smiles, Inc.

1. The West Palm Beach Downtown Development Authority will not open any bank accounts using Little Smiles, Inc. name or Taxpayer Identification Number (TIN). Any check donations listing Little Smiles, Inc. as "Payee" will be forwarded to Little Smiles, Inc. for deposit in a Little Smiles, Inc. bank account.
2. Only donations made directly to Little Smiles, Inc. are tax deductible (to the extent permitted by law). Donations made directly to a third party event can thus, be used to cover the event's expenses, but they are not tax deductible unless the third party is also a non-profit charity.
3. Due to limited personnel resources, Little Smiles, may /or may not provide staff support to third party events. Little Smiles, Inc., fully releases and agrees to hold harmless the West Palm Beach Downtown Development Authority, their Officers, Directors, Trustees, agents, employees and representatives, successors and entities, together with their insurers, of and from any and all liability, claims, damages, expenses or causes of action resulting from Little Smiles Inc.'s participation in the event.
4. The West Palm Beach Downtown Development Authority agrees to minimize expenses related to the third party event.
5. The West Palm Beach Downtown Development Authority agrees to an "open book" policy, and to provide an event plan and budget, if requested.
6. Any use of the Little Smiles, Inc. name / logo and / or stationery in any: mailing, advertising, or for the media must receive prior approval from Little Smiles, Inc.
7. Little Smiles, Inc. will not enter into any agreement with a business/organization/individual when there is a potential conflict of interest with Little Smiles, Inc. programs and policies.
8. All fundraising is to be conducted for the exclusive benefit of Little Smiles, Inc. Any variance must be approved by Little Smiles, Inc. in advance of the event.
9. Little Smiles, Inc. does not release volunteer or donor names.
10. All third party event organizers are responsible for providing insurance as required by law, or established business practice.
11. A check in the amount of thirty-five Percent (35%) of the event's net proceeds. The term "net proceeds" shall be calculated as the event's gross proceeds less all related expenses. The check must be delivered to Little Smiles, Inc. within thirty (30) days of the event's conclusion with a profit and loss statement.

The West Palm Beach Downtown Development Authority agrees to the above requirements and hereby fully releases and agrees to hold harmless Little Smiles, Inc. and its affiliates, their Officers, Directors, Trustees, agents, employees and representatives, successors and entities, together with their insurers, of and from any and all liability, claims, damages, expenses or causes of action resulting from the West Palm Beach Development Authority's participation in the event. This provision is subject to to the limits of Section 768.28, *Florida Statutes*.

\_\_\_\_\_  
**Executive Director  
West Palm Beach  
Downtown Development Authority**

\_\_\_\_\_  
Phone:

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Third Party Event Name

**Little Smiles, Inc. Representative:**

\_\_\_\_\_  
Third Party Event Date

\_\_\_\_\_  
Name, Title and Date

**Little Smiles, Inc.**  
**Third Party Fundraising Profit and Loss Statement**

You may use this template to submit the profit and loss from your event on this form or elect to submit a statement from your own records. Please feel free to ask us any questions you may have about this form at 561-899-4700.

<b>Revenue</b> (please describe briefly)	
Sales (Tickets / Entrance Fees)	
Fees (Games, Raffles, 50/50)	
Individuals (Donations)	
Corporate (Donations)	
Other:	
Other:	
Other:	
<b>Total cash revenue \$</b>	
<b>Expenses</b> (please describe briefly)	
Staff salary (Non volunteer wages)	
Occupancy (Venue fees)	
Equipment (Stage rentals, Sound Systems, Tables, etc)	
Supplies (Materials, Decorations, etc)	
Printing and copying (Flyers, banners, brochures)	
Telecommunications	
Travel and meetings	
Marketing and advertising (Press, Radio, TV)	
Contract services (Entertainers, Personalities)	
Other:	
Other:	
Other:	
<b>Total cash expenses \$</b>	

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**Net Proceeds to Little Smiles** (Cash Rev. - Cash Exp.)

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**Non Cash Donations**

Non-Cash Donations (auction items sold - FMV)	
Non-Cash Donations (materials used for event; donations - FMV)	
Non-Cash Donations (other describe: )	
<b>Total in-kind revenue (fair market value) \$</b>	

Number of Volunteers	
Number of Total Volunteer Hours	

Thank you for your generous donation of time and support of Little Smiles, Inc.