



Guidelines for 3rd Party Events

Boys & Girls Clubs of Metro Atlanta is a private non-profit organization that provides children a safe place to go after school to develop academic success, healthy lifestyles and leadership skills. Please keep our mission in mind when planning your event; activities and sponsors should not conflict with our mission and values.

1. BGCMA requires at least 6 weeks notice for consideration of a 3rd party event.
2. The use of our name will be granted once an event is approved. Promotional materials using our name or logo must be reviewed before distribution.
3. Events should be fully funded and paid for by the organizers. BGCMA will not be responsible for event expenses.
4. Due to limited resources, BGCMA cannot provide marketing or volunteer support, help sell tickets or provide mailing lists for 3rd party events.
5. If you are soliciting corporate sponsors, BGCMA must review all potential sponsors to avoid conflict with current BGCMA supporters.
6. Donations should be made by check, cash or credit card within 60 days of the event. If a donation is made by check or credit card, the person or business on the check/card will receive the tax receipt.
7. Once your event is approved, BGCMA will provide a letter of agreement recognizing the approved event.
8. If time permits, BGCMA may post your event on its Facebook page and/or website.

Permission to Use the BGCMA Logo

The Boys & Girls Club is not only a locally recognized brand, but a national brand recognized as one of the top five non-profits in the country. Because of the strength, influence and heritage of the organization, the use of the BGCMA logo requires a minimum donation of \$2,500.