



**Family Violence Prevention Services, Inc.  
Battered Women and Children's Shelter**

7911 Broadway / San Antonio, Texas / 78209 / Phone. (210) 930-3669 x. 2217 / FAX (210) 821-6194

**THIRD PARTY NON-MONETARY DONATION DRIVE**

**This form serves as an agreement between the donor and FVPS, The Battered Women and Children's Shelter for the purpose of setting forth the terms and conditions of our relation in respect to the donation drive described below. Please return to FVPS for approval.**

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

Event Host: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Contact Address: \_\_\_\_\_

**EVENT**

Event Date(s): \_\_\_\_\_ Event Time: \_\_\_\_\_ Duration: \_\_\_\_\_

Web Address (if available) \_\_\_\_\_

Event Location and Street Address: \_\_\_\_\_

\_\_\_\_\_

Event Description: \_\_\_\_\_

What is the goal for the donation drive: \_\_\_\_\_

Items being donated: \_\_\_\_\_

\_\_\_\_\_

Anticipated drop-off date to FVPS? \_\_\_\_\_

Location of drop-off: Donation Center \_\_\_\_\_ Shelter: \_\_\_\_\_

What type of assistance would you want from FVPS? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PUBLICITY**

**WE ENCOURAGE YOU TO TAG OR POST ON FACEBOOK USING PAGE NAME:**

**FVPS, THE BATTERED WOMEN AND CHILDREN'S SHELTER  
PLEASE PROVIDE FVPS COPIES OF ALL MARKETING MATERIAL FOR APPROVAL**

Please describe how this event will be publicized: \_\_\_\_\_  
\_\_\_\_\_

How do you plan on using the agency's image (name and logo)? \_\_\_\_\_  
\_\_\_\_\_

Will media be involved? \_\_\_\_\_

**POTENTIAL SPONSORS AND UNDERWRITERS**

List all companies you will approach and why: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I have read and will comply with third party event guidelines**

\_\_\_\_\_  
**Signature of event organizer**

**Date**

**Please return to:**

**Blanca Uribe, Volunteer Support and Community Relations**

**Phone: (210) 930-3669 Ext 2217**

**Email: blanca.uribe@fvps.org**

<i>For FVPS Office Use Only</i>	
<b>Approved by:</b>	<b>Date:</b> _____
<b>Remarks:</b>	