

Double H Ranch - Fundraising or Event Proposal Form

Thank you for your interest in helping the Double H Ranch! We are excited that you want to organize a fundraiser or event to benefit our campers!! We rely on individuals, schools, civic organizations, businesses and corporations to help us raise funds and awareness for the Ranch and to help us provide year-round support to children and their families dealing with a life-threatening illness. In order to ensure the integrity and values of the Double H Ranch, please follow the guidelines provided before beginning any fundraiser or event on our behalf.

- All requests must be in writing. An Event Proposal Form must be completed and submitted to the Development Office.
- Once received, the form will be reviewed by our Special Event Committee, chaired by Board Members. The Double H Ranch does not guarantee event approval.
- Once a decision is reached you will be notified by Ranch staff with further information. The Double H Ranch doesn't guarantee access to our mailing list, auction/raffle prizes or staff attendance, but will be as supportive as possible to make the event a success.
- The use of our camp name and logo is not allowed prior to the approval of your event. The Double H Ranch must approve all printed materials and promotional information, including use of our logo and any related verbiage.
- Once the event has taken place donations must be submitted to the Double H Ranch within 60 days.

Submit forms by mail to: Double H Ranch, 97 Hidden Valley Rd, Lake Luzerne, NY 12846 or by fax to 518.696.7186

Proposed Date:	Type of Fundraiser or Event Proposed:		
Name of Supporting Organization:			
Authorized Individual Name:		Title:	
Address:			
Phone:		Email:	
Have you hosted this event in the past (if yes, indicate years):			
Any past relationship to the Ranch (if applicable):			
Location of Event (if applicable):			
Describe the Event or Fundraiser with as much detail as possible:			
Anticipated Gross of Event:		Anticipated Net to the Ranch:	
Double H Ranch Policy – Please initial to indicate acceptance of policy			Authorized Initials
For all events, Double H Ranch requires a certificate of insurance with limits no less than one million dollars naming the Double H Ranch as an additional insured. Proof of insurance must be provided at least 30 days prior to event.			
Sponsoring Organization understands and agrees that all publicity for this proposed event must be prior approved by Double H Ranch before it is released, printed, etc.			
Sponsoring Organization further agrees that before soliciting prizes for the event a list of all proposed donors will be presented to the Double H Ranch prior to actual collection. This is to prevent soliciting the same businesses twice.			

For questions or further information, please contact the Development Office at 518.696.5921 ext 238

