



## GUIDELINES FOR SPECIAL PROJECTS AND EVENTS TO BENEFIT AIDS ATHENS

AIDS Athens, Inc. serves to address the needs of individuals infected and affected by HIV/AIDS through supportive services and to prevent the spread of the disease through education and outreach. In order to accomplish its mission, AIDS Athens depends largely on individuals, groups, and community organizations to provide necessary funding, programs, and personnel. AIDS Athens requests that all individuals and groups adhere to the following guidelines before planning a project to benefit AIDS Athens.

1. Please submit a one-page paper outlining the project to the Executive Director. The proposal should contain:

- Barrow a) The name of the group or organization
- Clarke b) The name, number, and email address of a contact person for the project
- Elbert c) A description of the project's target population
- Greene d) A description of the project's purpose
- Jackson e) Necessary personnel (Is AA personnel needed?)
- f) Facilities (Is AA facilities needed? If so, when and how will they be used?)
- g) Materials and equipment (Is AA materials needed? If so, please detail.)
- h) Projected proceeds to AIDS Athens

2. After review and approval of the proposal by AIDS Athens, the form "Agreement for Special Projects and Events to Benefit AIDS Athens" must be completed and signed by the Special Event/Benefit Organizer or Sponsor.

3) AIDS Athens is not responsible for any financial obligations or debts incurred by a project, event, or its organizer(s).

4) AIDS Athens reserves the right to review project materials and may elect to withdraw its approval of a project or event in the name of AIDS Athens.

I have read and understand the above guidelines and agree to abide by them.

\_\_\_\_\_  
Special Event/Benefit Organizer or Sponsor

\_\_\_\_\_  
Date

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Member of Georgia Shares



AGREEMENT FOR SPECIAL PROJECTS AND EVENTS TO BENEFIT AIDS ATHENS

I, \_\_\_\_\_, have read and understand the Guidelines for Special Projects and Events to Benefit AIDS Athens and agree to abide by them.

The event, \_\_\_\_\_, will take place at \_\_\_\_\_ on (date) \_\_\_\_\_ from (time) \_\_\_\_\_ until \_\_\_\_\_.

- Barrow
Clarke
Elbert
Greene
Jackson
Madison
Morgan
Oconee
Oglethorpe
Walton

AIDS Athens, Inc. will receive \_\_\_\_\_% of the proceeds from this event/benefit.

An AIDS Athens representative, \_\_\_\_\_, should collect the proceeds on (date) \_\_\_\_\_ from (Event Organizer or Sponsor) \_\_\_\_\_ or a check made payable to AIDS Athens will be mailed to AIDS Athens office within \_\_\_\_\_ week(s) of the completion of the special event/benefit.

Special Event/Benefit Organizer or Sponsor Date Telephone #

Organizer or Sponsor Email Address

AIDS Athens Representative Date