



## Naples Overseas Spouses Club (NOSC) NOSC Thrift Store Fundraising Event Program

**All organizations requesting to participate in the NOSC Thrift Store Fundraising Event Program MUST have current legal standing as a NSA Naples organization registered through legal, no exceptions will be made.**

- 1) **Organization eligibility**
  - a) Private Organizations (PO) recognized by NSA Naples through Legal will be eligible to participate.
  - b) PO will be allowed to apply and participate in this direct fundraising event once per quarter.
  - c) PO may not request funding from Charitable in the same month as participating in this program.
- 2) **Application for NOSC TS Fundraising Event**
  - a) PO must submit completed application and flyer one month prior to the event.
  - b) Applications for scheduling are First Come, First Serve.
  - c) PO hosting a NOSC Thrift Store (TS) Fundraising Event will receive the total of all purchases made from individuals who present the approved PO's flyer for purchases to the cashier.
- 3) The Cashier will ring the total of each purchase and record this total on each flyer presented.
- 4) ii. Electronic versions will NOT be accepted.
- 5) iii. All flyers will be totaled and the amount received will be given to the PO via a NOSC Check after the event.
- 6) **Responsibilities of the PO hosting the Fundraising Event**
  - a) The PO generates their own advertising for the event.
  - b) The PO creates and provides a flyer to all those shopping at the TS during their Event. Flyer must be distributed prior to the event and cannot be handed out during the event.
  - c) Flyer must be submitted with this application via email or in person to the TS General Manager for approval prior to the event.
- 7) Flyer must contain the date, time and place of the event (NOSC Thrift Store)
- 8) ii. The name of the PO to benefit from the fundraiser
- 9) iii. Flyer must read that the "Flyer must be presented at the register to the cashier when purchase is made or funds will not be counted toward the final total of the event."
  - a) Direct monetary donations to the event will be accepted only if the flyer is presented at the same time. Any donation will be rung up as sales and accumulate to the total income for the fundraiser.
- 10) **Scheduling**
  - a) NOSC TS Fundraising Events will be hosted only on the First and Third Wednesdays from 4:30 - 7:00 pm.
  - b) The NOSC TS General Manager will maintain a list of PO scheduled. PO may select a date; however, selected dates cannot be guaranteed.
- 11) **NOSC Thrift Store Responsibilities**
  - a) Accept applications and schedule PO for a Fundraising Event.
  - b) Review flyer prior to the event.
  - c) Open the store during the Fundraising Event and provide staffing
  - d) Cashier will record the total purchase from each individual with a flyer and total the amount earned at the end of the shift.
  - e) General Manager will submit the flyers and total funds earned to the NOSC Treasurer for a check to be cut to the organization.
  - f) PO may have the check mailed or pick up the check from the TS once it is released.

**If you have any questions or need additional information, please contact the NOSC Thrift Store General Manager at [nosctsmanager@gmail.com](mailto:nosctsmanager@gmail.com).**



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Please email or deliver this form to [nosctsmanager@gmail.com](mailto:nosctsmanager@gmail.com)  
to schedule your NOSC Thrift Store Fundraising Event.

Date of Request: \_\_\_\_\_

Date of Event Request: \_\_\_\_\_  
(1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month only, 4:30 pm – 7:00 pm)

Alternate Date of Event Request: \_\_\_\_\_  
(In case first date is unavailable)

Check Made Payable to: \_\_\_\_\_  
(Cannot be made to an individual)

**CONTACT INFORMATION:**

Organization Name: \_\_\_\_\_  
(This should be the exact legal name of the organization as checks will be made out to this name)

Applicant's Name & Affiliation to the Organization: \_\_\_\_\_  
\_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone \_\_\_\_\_  
Numbers:                      Work                      Home                      Cell

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

Do you want the check:  Mailed                       Picked Up

**Please Submit your Flyer with this Application Form  
via email or in person to the Thrift Store General Manager  
for approval prior to the event.**

- Flyer must contain the date, time and place of the event (NOSC Thrift Store)
- The name of the PO to benefit from the fundraiser
- Flyer must read that the "Flyer must be presented at the register to the cashier when purchase is made or funds will not be counted toward the final total of the fundraiser.