



Kodiak Public Library Association (KPLA) is a nonprofit Library Friends organization whose mission is to support the goals of the Kodiak Public Library through volunteerism, fundraising, and sponsorship.

KPLA is allowed to fundraise at the Kodiak Public Library through the *City of Kodiak Resolution Number 2013-04: A resolution of the Council of the City of Kodiak authorizing the Kodiak Public Library Association to conduct fundraising activities at selected City facilities.*

THIRD PARTY SALES FUNDRAISING APPLICATION

Including: Workshops and registration-required paid events, sales of books, CDs and other materials or goods, and ticket sales for Third-Party Events

On occasion, KPLA will agree to conduct a third-party sales fundraiser at a Kodiak Public Library event under the following conditions:

- 1) The individual or entity requesting to hold a third-party sale at a Kodiak Public Library event must complete this application & electronically submit to kpla.alaska@gmail.com or submit in person at the Kodiak Public Library main desk **at least one month (30 days)** prior to the event.
- 2) The request will be voted upon at the next regularly scheduled KPLA board meeting for board approval. The applicant will be notified by email of the Board's decision.
- 3) The KPLA Board will review the proposal and vote to accept or deny the proposal based on the following required conditions for the third-party sales:
 - Event or item proposed for sale is of a quality and nature in keeping with the interests of the KPLA and/or the Kodiak Public Library;
 - Sales will take place at a KPLA-sponsored event and/or a Kodiak Public Library-sponsored event;
 - Sales will occur only on the date of the event specified in the proposal; and
 - KPLA will not maintain an inventory of items prior to, or beyond the date of the event specified in the proposal.
- 4) KPLA requests a minimum donation of 10% of the third-party sales be made to the Kodiak Public Library Association as a library fundraiser.
- 5) If the proposal is accepted, all promotional and marketing materials related to the third-party sales will include the KPLA logo, and the following tagline:
 - a. **For Workshops and paid events:** *"KPLA is proud to sponsor <EVENT NAME>, to be held at the Kodiak Public Library. <REGISTRATION OR TICKET FEES> are non-refundable and to be paid in full by cash or check to KPLA on or before the day of the event. Payment can be submitted at the Library Main Desk. This cost includes Artist fee, material, and a donation to the KPLA, as per CITY OF KODIAK RESOLUTION NUMBER 2013-04. Please visit the Kodiak Public Library at 612 Egan Way or call (907)486-8686 to register.*
 - b. **For sales of books or materials:** *"A portion of the proceeds from this sale will be donated to the Kodiak Public Library Association, as per CITY OF KODIAK RESOLUTION NUMBER 2013-04."*

Name of Event		Description & Confirmed Location of Event (attach additional description if needed)
Date of Event		
Time of Event		
Contact Person for Event		
Phone		
Email		Who is Sponsoring Event? <input type="checkbox"/> KPLA <input type="checkbox"/> KODIAK PUBLIC LIBRARY
Mailing Address		
Signature		