



# American Water Works Association Pacific Northwest Section

## Philanthropic Advisory Committee \* April 2019

Kristin Kihs, Interim Chair \* Nick Belmont, Chair \* Katie Dillon, Vice Chair \*Christine Nancarrow, Secretary

The PAC has been active recruiting committee members, communicating with subsections and event planners and developing next steps to streamline and promote fundraising in the PNWS Section. Below we've recapped our accomplishment and outlines our goals.

### 1. PAC Officers

Interim Chair: Kristin Kihs  
Chair: Nick Belmont  
Vice Chair: Katie Dillon  
Budget/Finance: TBD  
YP/Social Media: TBD  
Secretary: Christine Nancarrow

### 2. PAC Liaisons

E&T: TBD  
WFP: Shantel Shepard, Tacoma Water  
Scholarship: TBD

### 3. Accomplishments

- Committee and Mission Development
- Introduction to Subsection Leaders and Event planners
- Development of PAC event steps and event planning form

### 4. Short terms goals

- Recruit committee positions
- Promotion of PAC using Social media, Committee webpage, Printed materials
- Develop and implement process for managing budget and distribution of donated funds

### 5. Long Term Goal

- Develop section wide calendar
- Develop annual sponsorship opportunities



# PNWS Philanthropic Advisory Committee

## Initial Event Planning Process

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1. Select venue, date and theme for event
2. Review PNWS philanthropic options - Water For People, Education and Training Fund, The Water Equation, or Greatest Need Fund (PAC determines where funds will be allocated, based on greatest need) - and decide which your event will support
3. Complete PNWS event form and develop budget for event. Email both documents to [pac@pnws-awwa.org](mailto:pac@pnws-awwa.org) (sample attached). NOTE: Event form and budget must be received prior to contracts signed or event advertised within the Section.
4. PAC approves budget and event form and provides confirmation to proceed to event planner.
5. Send contracts for venue, catering, etc. to Kyle Kihs, Executive Director, at [kkihs@pnws-awwa.org](mailto:kkihs@pnws-awwa.org) for approval and signature.
6. Create or edit Constant Contact registration. Once created, send event URL to Kyle Kihs and PAC to ensure event is advertised.



## PNWS-AWWA Fund Raising Event Form

Name of organization/group/individual organizing event: \_\_\_\_\_

Name of person responsible for the event: \_\_\_\_\_

Subsection or committee name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Name of event: \_\_\_\_\_

Date and Time of event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Describe the event and the fundraising components (ticket sales, raffle, auction, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated number of attendees/participants: \_\_\_\_\_

What Philanthropic charity will you be raising funds for? Water For People, Water Equation, E & T fund  
(circle all that apply)

Will this be an annual event benefitting PNWS Philanthropy efforts? \_\_\_\_\_

If you are fundraising for multiply organizations how will you split the proceeds: \_\_\_\_\_

Do you plan on using logos in any of your materials? \_\_\_\_\_

If yes please remember to request logos on an annual basis as they may have changed.

Which logo are you requesting? \_\_\_\_\_

I, \_\_\_\_\_, have read and understood the accompanying Third- Party Event Guidelines and agree to abide by all policies and regulations mentioned therein. I agree to provide all



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information regarding the event to PNWS's philanthropic council representatives in the manner described.  
I agree that PNWS's philanthropic council has no financial or legal responsibilities for the event.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to the Philanthropic Council.