



Advocates  
for Children

## Third Party Fundraising Event Guidelines

Thank you for your interest in hosting an event or promotion to benefit Advocates for Children. We are able to assist more than 2,600 children and families each year only because of support from our community partners like you. We are deeply grateful for your generous support. Please use these guidelines to provide background information on how to plan your event.

### THINGS TO REMEMBER

- Advocates for Children must approve any fundraising event before contributions can be solicited in the name of the organization.
- Our ability to offer services for Third Party Fundraising Events is limited by staff size and our organization's ongoing internal obligations.

### ADVOCATES FOR CHILDREN CAN PROVIDE...

- A letter of authorization to validate the authenticity of the fundraising event.
- Informational brochures or fact sheets about Advocates for Children's programs and services.
- Event appearance by a member of Advocates for Children's staff to receive proceeds or thank the group, based on availability. Such appearances must be scheduled in advance.
- Use of Advocates for Children's logo and name upon review and approval of event and materials.
- Written tax receipts to donors who make checks payable to Advocates for Children. When tax receipts are requested for cash donations, the third-party event organizer is responsible for collecting the names, addresses and contact information of the donors.
- Promotional listings as available. Possible listing locations, if space allows, include website, social media and newsletter.

### WHILE WE WISH WE COULD, WE ARE UNABLE TO PROVIDE...

- Assistance in soliciting sponsorship revenue or donations, handling mailings, attending committee meetings, recruiting attendees, and collecting monies.
- Advocates' tax-exemption number for making any purchases related to your event.
- Guaranteed volunteer, board member, or staff attendance at the event.
- Access to donor lists or contacts.
- Responsibility of any nature or kind associated directly or indirectly with the event, including, but not limited to, expenses, purchases, insurance or liability coverage.

### WE RESPECTFULLY REQUEST...

- The opportunity to review any promotional materials bearing our logo before being introduced to the public.
- Our involvement is acknowledged as the event name followed by "benefiting Advocates for Children" and to clearly state how Advocates is to benefit, i.e., "net proceeds" or "a percentage of sales."

### EVENT ORGANIZERS ARE RESPONSIBLE FOR...

- Payment of all event expenses
- Event publicity
- Obtaining any necessary permits, licenses and insurance required

*Advocates is unable to support events that require financing from us, require our direct sale of a product or service, compete or conflict with an already established or scheduled event to benefit the organization, or that require us to release donor, volunteer, employee or board member information.*