

Families In Crisis, Inc. Third Party Fundraiser Guidelines

If an outside organization, business or person wishes to sponsor a special event or promotional campaign to benefit Families In Crisis, Inc., the following guidelines must be followed:

- No action will be taken on any event/campaign until approval is received from the Community Relations Manager or Executive Director of Families In Crisis, Inc.
- A *Third Party Event Information Form* must be submitted to determine if the event/campaign is within Families In Crisis guidelines and is feasible within its existing calendar of activities.
- **Families In Crisis, Inc. will not incur third party expenses, or provide any funds for third party events/campaigns.**
- Organizers must identify any businesses or individuals to be contacted for solicitation, so that Families In Crisis can avoid duplicated efforts. *One must have permission from Families In Crisis prior to soliciting any businesses or individuals in our name.*
- Fundraisers shall state the terms of the donation Families In Crisis can expect from the event/campaign (for example: 50% of profits, one time donation of \$1,000, or all proceeds). This information must be made specific in event/campaign promotions. Organizers must also state the date by which Families In Crisis will receive the donation.
- Any promotion of the event/campaign, mentioning or including Families In Crisis's name or logo, must be approved by Families In Crisis staff prior to printing or release.
- Terms for use of Families In Crisis staff, volunteers, mailing lists or general publicity among our supporters, must be agreed upon by Families In Crisis before approval of the event/campaign.
- Organizers who wish to request the presence of Families In Crisis volunteers or staff representatives should make their request at least one month prior to the event to allow sufficient time for such individuals to be contacted and scheduled to attend. Families In Crisis cannot guarantee the presence of volunteers or staff for any third party fundraising event.
- Any intention to include media sponsorship must be discussed with the Families In Crisis Community Relations Manager. Families In Crisis staff is unable to offer resources to help secure media relationships.
- Families In Crisis will not solicit participation from our clients and donors in any third party event beyond listing the event on our website and including event information in our weekly staff newsletter.

Each request will be considered individually. Generally, the following events or campaigns will not be approved:

- Events/campaigns that rely heavily on the use of Families In Crisis staff and/or volunteers.
- Events/campaigns which require Families In Crisis to sell tickets, coupons, etc.
- Benefits involving the sale of tickets or merchandise on the "remit or return" plan, or one that employs salespeople on a commission basis.
- Ongoing campaigns which promise the public that a percentage of profits will go to Families In Crisis, unless documented and verifiable.