

Third Party Fundraisers and Promotions Guidelines

Thank you for choosing Emerge! Center Against Domestic Abuse as a recipient of your fundraising event! Community support is the key to our success and we recognize the efforts it takes to organize and hold an event on our behalf. Again, thank you!

Due to our 501 © 3 status, we are obligated to notify you of the following guidelines. If you have any questions, please do not hesitate to contact our office at 520.795.8001 ext.7023.

What Emerge! requests of third party event organizers:

- It is important that our agency is aware of all events that are held in support of our programs. Please contact us by filling out the following form and submitting it to events@emergecenter.org.
- Please communicate that Emerge! is not conducting the event, but is the beneficiary of the event. i.e. *Your Organization's Donation Drive to benefit Emerge!*
- The event organizer must obtain any necessary permits, licenses, or insurance.

Emerge! may provide the following assistance:

- Attendance of an Emerge! representative, when appropriate and available.
- A support letter that validates the authenticity of the event.
- Marketing supplies, such as informational brochures and other promotional material.

Charitable Giving Guidelines:

- Donations made directly to a third-party event may be used to cover the event's expenses, but are not tax-deductible for the donor.
- Due to IRS regulations, a donation solicited on our behalf is fully tax deductible only when it is made directly to Emerge!. We are unable to provide tax receipts for cash or in-kind goods that were not directly received by Emerge!.
- Any checks made payable to Emerge! must represent an outright donation and cannot include any exchange of products or services.

Other Guidelines:

- Emerge! is unable to provide funding for event expenses, advertising, event planning services, donor or sponsor lists, prizes, auction items or awards.
- Please have all publicity for the proposed event approved by Emerge! prior to be printed and released.
- Please obtain permission prior to using the Emerge! name and logo. Permission and logo files may be obtained by submitting the form on the following page to events@emergecenter.org or by calling 520.795.8001 ext. 7023.
- Emerge! has the right to request that the event organizer cease use of Emerge!'s name in connection with the event.
- Emerge! is unable to assume any legal or financial liability at a community event.

Third Party Event Agreement Form

Thank you for considering Emerge! Center Against Domestic Abuse as a potential beneficiary for your event! Please take a few minutes to briefly complete the following form.

Name of Business/Organization: _____

Contact Person/Title: _____

Phone: _____ **Fax:** _____

Email: _____ **Web:** _____

Name of Event: _____

Date/Time of Event: _____

Event Location: _____

Brief description of event: _____

How did you hear about, and why are you considering, Emerge!? _____

What activities will you conduct to raise funds and/or awareness for Emerge!? _____

What Emerge! materials would you like present at the event? (Subject to availability)

English Brochures: _____ Pens: _____ Nail files: _____ Bumper stickers: _____

Spanish Brochures: _____ Posters: _____ Other materials requests: _____

I have read and understand the event guidelines and agree to all of the terms and conditions to host a Third Party Fundraiser.

Signature of Contact Person

Title (if applicable)

Date

Emerge! will notify the primary contact no later than 15 business days from submission of this application of the acceptance or denial of this fundraising activity. Thank you for your support of Emerge! and our programs!

Please return to: Emerge! Center Against Domestic Abuse • 2545 E. Adams Street • Tucson, AZ 85716
520.795.8001 ext. 7023 • Fax 520.795.1559 • Email: events@emergecenter.org