

Promises2Kids Policy for Fundraising Events to Benefit Promises2Kids

The mission of the Promises2Kids is to break the cycle of child abuse through prevention, education, advocacy, and funding.

Promises2Kids is grateful for the support of community organizations, businesses, and individuals through special events. In order to facilitate the event process, and help sponsoring groups or individuals to be successful, we request the following procedures to be followed:

1. Individuals or groups who wish to hold fundraising events to benefit Promises2Kids are requested to fill out a Fundraising Event Application.
2. The Fundraising Event Application will be reviewed and approved by the Development & Special Events Manager.
3. If the event is accepted, a Sponsor Agreement between Promises2Kids and the event organizer must be filled out and signed by both parties before the name or logos of “Promises2Kids” or the “Polinsky Children’s Center Foundation” can be used for promotional purposes. Organizers (and representatives from key event partners) need to be available to meet or speak with the Development & Special Events Manager before the agreement is signed.

Fundraising Event Policy Guidelines

1. Promises2Kids will work with an individual or group whose fundraising event fully supports the mission & values of Promises2Kids.
2. External fundraising events shall reflect the high standards and values associated with the cause of helping abused children.
3. Individuals or organizations who want to raise funds for Promises2Kids must contact us at least one month prior to the proposed event.
4. Promises2Kids must be provided with a list of all sponsors at least 10 days prior to the event, i.e. name of corporation, contact person, address, phone number, and amount of sponsorship. Promises2Kids may request advanced review of sources for underwriting and mailing list(s).
5. It is recommended that the sponsoring group or individual follow a standard guide of at least 50% cost to benefit ratio.

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6. Once the event is approved, Promises2Kids will furnish the event organizer with:
 - Promises2Kids Brochures
 - Boiler plate descriptions of Promises2Kids Program & statistics
 - Logo and brand guidelines
 - Sample press release

7. All promotional materials and communications that include the use of Promises2Kids logo and name before they go out to print, must be approved by Promises2Kids Director of Development & Communications.

8. Promises2Kids will be available for preliminary planning and general guidance during the pre-event phase, but will not participate in executing details of the plan. It is the responsibility of the sponsoring group or individual to plan, implement, and execute the fundraising event they propose to organize for the benefit of Promises2Kids.

9. Promises2Kids will not supply any names from our mailing list. On a case-by-case basis, at our discretion, Promises2Kids will mail the invitation directly to a segment of supporters, or will send out an email blast to the database.

10. All invitations and/or tickets should have relevant printed information in compliance with the State and Federal tax deductibility laws.

11. All proceeds should be made payable to Promises2Kids unless arrangements are made in advance with the Development & Special Events Manager.

12. Promises2Kids requests the opportunity to send board members and/or senior staff to the event. The number of tickets will be determined by the event organizer from the sponsoring group or individual and Promises2Kids Development and Special Events Manager.

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13. Monies raised must be remitted to Promises2Kids within 30 days of the event date, unless other arrangements are reached and agreed upon prior to the event.

14. Whenever necessary, a statement of liability and proof of insurance for the event must be provided to Promises2Kids two weeks before the date of the event. Contractual liability for space, materials, and services will be borne by the sponsoring organization or individual and is not the responsibility of Promises2Kids.

15. Promises2Kids reserves the right to withdraw the use of its name and terminate a relationship with an event organizer if the event does not conform to these guidelines.

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Supporting Documents:

- 1) Benefit Event Fundraising Application
- 2) Sponsor Agreement for Fundraising Events to benefit Promises2Kids

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SPONSOR AGREEMENT FOR FUNDRAISING EVENTS TO BENEFIT PROMISES2KIDS

Sponsor's name _____
(please print)

Address _____ City _____ Zip _____

Telephone _____ Fax _____

E-mail _____ Website/other _____

Sponsor's contact person _____ Contact person's phone _____

Date of Event _____ Time of Event _____

Name of Event _____

Location of Event _____

Description of Event _____

Explanation of the awarding of proceeds. Gross, Percentage, or Fixed Amount.

Explanation of tickets/booth space/speaking time/ allocated to Promises2Kids:

Sponsor Signature _____ Date _____

Promises2Kids Signature _____ Date _____
