

Providence House, Inc. External Fundraising Guidelines

In order to ensure that our fundraising partnerships are a success and to protect Providence House against fraudulent claims as the beneficiary of independently hosted events, **all externally hosted fundraising efforts must adhere to the following** Providence House Fundraising Guidelines **in accordance with Providence House Board of Trustees policy.**

All external fundraising events must:

- Be compatible with the mission statement and philosophy of Providence House.
- Complete Event Profile form on reverse side and submit a minimum of two months in advance of the event for review and approval by the Providence House Board of Trustees, Development Department and Executive Director.
 - Providence House reserves the right to withhold approval for designation of Providence House as beneficiary of proposed event.
 - Providence House may withhold use of the Providence House name, logo or reference as the beneficiary of an event.
 - Providence House will not be held liable under any circumstances for any event that has been approved and/or where Providence House is the designated beneficiary of proposed event.
- Provide an estimate of Event Budget, including total income and expenses for the event and estimated donation to Providence House

Upon approval, the host organization must:

- Maintain responsibility for all promotions, communications and correspondence for the event.
 - Providence House may assist in initial drafts and master copies upon request.
- Maintain responsibility of all costs and keep accurate records of expenses and donation for final accounting report.
 - In order for individual donors to receive tax credit for their donations, all checks must be made payable to and deposited by Providence House.
 - A written receipt must accompany all cash or goods donations with donor information included.
- Within 30 days of the close of the event, the following must be submitted to Providence House:
 - All monetary donations and goods donated to the event
 - A final accounting report for the event including actual expenses, income and final gift amount to Providence House
 - A complete list of participants and donor names and mailing information for acknowledgements.

Please Note: Certain modifications in the policy may apply if your organization is hosting a small, cash-only event sponsored by a school, community group, or church such as a bake sale, baby shower, read-a-thon, etc. In these cases, the organization must provide complete accounting for expenses and donations, but may submit single cash, goods, or check donation to Providence House for the event. Personal checks should still be made out to Providence House.

**Thank you for supporting the babies and children of Providence House
and spreading the word about our mission through your fundraising event!**

By signing below you understand and agree to adhere to all guidelines listed above as well as any additional parameters that Providence House may set forth.

Event Sponsor (Signature)

Date

**External Fundraising Event
Proposal & Information Form**

Event Contact Person: _____

Group/Company Sponsoring Event: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Date of Event: _____ Event Time: _____

Event Location: _____

Directions to the Event (Please Attach) _____

Anticipated roles and responsibilities of Providence House relative to the event:

Speaker Donation/Award Presentation Promotional Materials Table

Display

Other _____

How do you propose to publicize the event: _____

How do you propose the Providence House name and logo be used in PR and marketing materials: _____

Estimated expenses/how will they be covered/amount to be raised: (Please attach any additional information) _____

Brief History of Event Sponsor (Company/Group): _____

Have you done an event for Providence House in the past? YES NO

If yes: What event: _____ When: _____

OFFICE USE ONLY

Date Request Received: _____ Received By: _____

Event Authorized By: _____ Date: _____