



Providence House, Inc.  
a crisis nursery

**On behalf of our babies and children,  
Thank You for considering Providence House  
as a beneficiary of your fundraising event!**

In order to ensure this fundraising partnership is a success, please read through and adhere to the following **Providence House Fundraising Guidelines**. Any person, company or organization interested in fundraising on behalf of Providence House must:

- Consider and respect Providence House mission statement and philosophy.
- Maintain responsibility of all costs.
- Provide Providence House with a description of the event including the date, time and location.
- Outline in advance how the event will be publicized, if at all, and how the Providence House name and logo will be used in any public relations and/or marketing materials.
- Discuss any and all expectations of Providence House staff, such as speaking engagements, promotional materials, solicitation requests, etc.  
**We ask that you give us at least one month notice for such requests.**
- Assume all responsibility for transfer of funds and or gifts collected at the event. It is appreciated if the transfer of monetary donations occur in a timely matter. Donations may be mailed to Providence House directly at:  
**2037 West 32<sup>nd</sup> Street, Cleveland, OH 44113**

- All checks should be made out to Providence House.

Thank you in advance for supporting Providence House and for spreading the word about our organization through your fundraising event.