



# THIRD-PARTY FUNDRAISER GUIDELINES & APPLICATION

Individuals, businesses or groups hosting an event to raise funds for SafeHaven is called a “third-party” fundraiser, and SafeHaven has a set of guidelines that we ask you to follow when fundraising on our behalf. Please read through these guidelines and fill out the application for approval prior to proceeding with your event. By completing the event proposal form, you acknowledge you have read the event handbook and will adhere to guidelines outlined within the packet. Thank you for your efforts to support SafeHaven of Tarrant County and joining in our mission of ending domestic violence.

Please send all completed applications to Katey Pirot, Development Manager, at [kpirot@safehaventc.org](mailto:kpirot@safehaventc.org).

## THIRD-PARTY FUNDRAISING INFORMATION

SafeHaven’s ability to offer services for third-party fundraising events/promotions is limited by staff size and internal obligations. We are able to provide the following:

- A letter of authorization to validate the authenticity of the fundraising event.
- Informational brochures or fact sheets about our programs and services.
- Use of our logo and name upon review and approval of event and materials.
- Written tax receipts to donors who make checks payable to SafeHaven of Tarrant County.

## THIRD-PARTY FUNDRAISING AGREEMENT GUIDELINES

1. SafeHaven of Tarrant County may receive funds from other similar promotions. Our acceptance of your application creates no exclusive rights for you.
2. We have made a commitment to our staff and donors that we do not sell or provide others with our donor and staff mailing lists.
3. SafeHaven of Tarrant County must review and approve all promotional materials including, but not limited to, advertising, letters, brochures, flyers and press releases prior to production or distribution. All promotional materials must clearly state the percentage of proceeds that will benefit SafeHaven of Tarrant County.
4. Please do not promote SafeHaven’s logo and brand on peer-to-peer fundraising sites without SafeHaven’s consent (i.e. GoFundMe).

## THIRD-PARTY FUNDRAISING AGREEMENT GUIDELINES CONT.

5. SafeHaven of Tarrant County does not provide financial support to third-party fundraising. You are responsible for paying expenses. SafeHaven will not provide funding or reimbursement of expenses.
6. You must obtain your own liability insurance to cover the event. SafeHaven will not insure your event and requires that you obtain all insurance, including premises liability and worker's compensation. SafeHaven will not assume any legal or financial liability associated with your event, nor will we indemnify you or any party involved in your event for any damage, expense or other costs arising or in any manner related to your event. SafeHaven and all related entities are not liable for any injuries sustained by event volunteers or participants related to your event and cannot assume any type of liability for your event.
7. You agree that you will comply with all state and/or municipal charitable solicitations statutes and/or ordinances which may apply to your event.
8. It is reasonable and customary for donors to expect an acknowledgement of their donations collected under the fundraising activities authorized hereunder, you will either (i) provide to each individual donor written documentation that acknowledges the donor's contribution, or (ii) provide individual donor and donation information (including, donor name, address, amount of contribution and value of any goods received) to SafeHaven for the purpose of donor acknowledgement.
9. Because SafeHaven of Tarrant County is not sponsoring your event/campaign, we cannot have event/campaign revenues and expenses flow through our books. Only the net amount (final net proceeds from event) should be processed by SafeHaven of Tarrant County. Final proceeds should be sent to SafeHaven of Tarrant County, 1010 N. Center St., within 30 days following the event date.
10. You cannot set up a temporary bank account in SafeHaven's name.
11. SafeHaven of Tarrant County requests a complete accounting of all funds collected and expenses related to the event.
12. In order to better coordinate fundraising activities, SafeHaven should receive a list of targeted sponsors for the event before they are approached to minimize overlap with other SafeHaven events and/or fundraising campaigns that may be underway. Please remember that many individuals and businesses already support us and may not wish to make additional donations.
13. You agree that any tax credit accrues to the original donor and not to you as a third-party conveyor of the donation.
14. SafeHaven must be notified in writing if there are any significant changes to the event/promotion once it has been approved. If circumstances warrant, SafeHaven may at any time direct you to cancel the event. You must agree to cancel the event, if so directed, and further agree to release SafeHaven and its officers, directors, employees and volunteers from any and all liability in connection with any such action. SafeHaven of Tarrant County may direct the organizer to cancel the event if any of the above guidelines are not followed.