

## **SafeHouse Center Fundraising Guidelines**

Thank you for your interest in raising funds for the SafeHouse Center. We are grateful for your gift of both time and Fundraising dollars. Before you plan your event, we ask that you review the Fundraising Guidelines, and submit the Fundraising Application to SafeHouse Center for review no later than eight (8) weeks prior to the proposed event. Please allow ten (10) working days from the receipt of your application for a written response. Until written approval is received, please do not solicit contributions for your event or use the name SafeHouse Center for any purpose.

### **1. How SafeHouse Center Can Help With Your Fundraising Event:**

- Provide a letter of authorization to validate the authenticity of the event and its organizers.
- Provide event planning tools on a limited basis, and some guidance and advice for event planning.
- Review promotional materials and, if appropriate, approve the use of and provide camera ready artwork (the SafeHouse Center logo) for approved promotional materials.
  - The name SafeHouse Center may be reproduced on signs, banners, publications, literature, or printed materials only after consultation with the SafeHouse Center Development Department.
  - The Development Department must review and approve all promotional materials, including but not limited to, use of logo, advertising, letters, brochures, flyers and press releases prior to production and distribution.
  - SafeHouse Center may be identified as the beneficiary of the event, and events should be promoted as such; for example “The Golf Outing to benefit SafeHouse Center”.
- Post the event on the SafeHouse Center website, FaceBook and other calendar listings as appropriate, with your contact information.
- Provide information regarding current programs and services provided by SafeHouse Center (i.e. sexual assault programs, domestic violence programs, or both) for distribution at the event or for public relations efforts conducted by the sponsoring organization.
- Small giveaways may be provided, if available.

### **2. Depending on Staff Availability, SafeHouse Center May be Able to Provide:**

- A SafeHouse Center representative to participate in a check presentation at the event or at a designated time following the event.
- A SafeHouse Center representative to set up a booth/table at the event to answer basic questions.
- Additional letter of thanks (not a gift receipt) to the event's donors.
- Recommend or provide a speaker for your event.
- Under certain circumstances, provide written tax receipts to donors who make checks payable to "SafeHouse Center."

**3. For legal and other reasons, SafeHouse Center cannot perform the following activities or functions for events it does not sponsor directly:**

- Extend our tax exemption to you.
- Extend our tax ID number for purchases.
- Issue receipts for donations not made directly to SafeHouse Center.
- Provide insurance coverage or secure permits.
- Provide mailing lists of donors, employees, service participants, or volunteers.
- Provide SafeHouse Center letterhead for your use.
- Provide on-site staff or volunteers to work at your event.
- Provide banking, funding, or reimbursement of expenses.
- Solicit sponsorship revenue for your Fundraising activities.
- Guarantee attendance of SafeHouse Center staff at the event.
- Provide auction services or systems.

**4. Sponsorships**

- SafeHouse Center reserves the right to review sponsorship proposals and packages for appropriate use of the SafeHouse Center name, as well as language regarding charitable deductions.
- Please keep in mind, when approaching businesses and corporations for assistance with events that many local organizations are already involved in Fundraising for SafeHouse Center and may not wish to make additional donations. To find out if a particular business has been approached for support, please call the Development Department at (734) 973-0242 ext. 273 or ext. 277.

**5. Volunteer Assistance**

- It will be the responsibility of the event sponsors to recruit, train, and thank any volunteers needed for the event

## **6. Raffles/Drawings**

- SafeHouse Center does not conduct raffles and will not secure raffle permits.
- If you wish to conduct a raffle, please refer to the Michigan Gambling Control Board website at [www.michigan.gov/documents/cg/BSL-CG-RulesPart05\\_189390\\_7.pdf](http://www.michigan.gov/documents/cg/BSL-CG-RulesPart05_189390_7.pdf) - 2007-03-08

## **7. Event Expenses**

- Event sponsors will be liable for all event expenses. If the event expenses exceed revenue, SafeHouse Center will not be liable for the expenses.

## **8. Insurance/Permits**

- The event organizer or host should obtain all necessary permits, licenses, and insurance. SafeHouse Center cannot be held responsible in any way for casualties, damages and/or situations that occur at your special event.

## **9. Liability**

- SafeHouse Center is not financially or otherwise liable for the promotion or staging of special events. SafeHouse Center cannot be held responsible in any way for any damages, casualties and/or situations that occur at your special event.

## **10. Receipting and Tax-Deductibility of Charitable Donations to SafeHouse Center**

- If your organization is a 501(c)(3), please make a check from the net proceeds payable to SafeHouse Center within 30 days after the last day of the Fundraising event.
- If your organization is not a 501(c)(3), please contact Julaine LeDuc (973-0242 ext 273) or [julainel@safehousecenter.org](mailto:julainel@safehousecenter.org) for further guidance on how to proceed.

## **11. Indemnity Clause**

- The event sponsors or hosts agree to indemnify and hold harmless SafeHouse Center and its affiliates, from all claims and liabilities, including attorney's fees, that may arise from any acts or omissions of their agents, volunteers, or employees, or from any claim by them or anyone else relating to the quality, performance, or failure to perform during the specified time period of the event.

Thank you for reading our guidelines. Please complete the attached Fundraising Event Application Form.

**For more information, please contact:**

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