Safe Children Coalition
1500 Independence Blvd. Suite 210, Sarasota, FL 34234
Sccfl.org·941-371-4799 ext. 111·development@sccfl.org

Third Party Event Fundraiser/Host Guidelines

Thank you for reaching out to Safe Children Coalition, Inc. as a potential beneficiary of your fundraiser or Gift-In-Kind event. (Gift In Kind refers to events collecting items for donation.) We are appreciative that you have chosen Safe Children Coalition (SCC).

Third party events for SCC fall into the following categories:

1. **Those committed to donating a minimum of $500** will receive marketing exposure on SCC's social media channels and the SCC website. Those selecting this category agree to a minimum donation of $500, even if your event does not make the anticipated revenue.*
2. **Those donating less than $500** will receive a mention on social media only.
3. Gift-In-Kind events who have requested to use the SCC Logo. The monetary amount above does not apply.

For events providing a monetary donation, the host of the event must provide SCC with a check, money order, or online transaction within 30 days after the event has taken place. Gift-In-Kind events must make arrangements to drop items at the SCC Sarasota Offices within this timeframe after the conclusion of the event.

Safe Children Coalition cannot provide the following:

- Staff for speaking or tabling (unless requested and approved at least 3 months in advance of the event)
- Monetary support of any kind. The host assumes the burden of the cost of the event or activity. SCC is unable to provide front money for any proposed event or activity or to pay for any expenses incurred.
- Sponsorship, donor outreach, or liability insurance
- Tax acknowledgement letters for any donations not made directly to SCC. This includes contributions made to the entity in charge of the event that have come by check, credit card, or cash. Neither can SCC provide acknowledgement for Gift-In-Kind items not received directly to SCC.

Any events encompassing the following cannot be considered:

- Conflicts with SCC's mission of serving children and families
- Involves a professional fundraiser unless services are being provided as a volunteer
- Involves the sale of products, tickets, or services by telephone in a "boiler-room telephone operation" to individuals, businesses, or organizations
- Do not comply with municipal, county, state or federal laws or regulations
- Includes nudity or sexually explicit themes, content, or activities of any kind

Use of SCC Logo

- All materials using the SCC name and/or logo must be approved by SCC and cannot be released until the overall event has been approved
- SCC accepts no responsibility for creating event flyers or any promotional materials unless requested and approved in advance in the event application

Safe Children Coalition, Inc.
Third Party Event Application

Event Promotion

- The host is responsible for all ticket sales. Any assistance requested from SCC must be clearly delineated in advance in the event application.
- All publicity must clearly state how SCC benefits from the event. Where SCC is to receive net proceeds, a budget outlining event income, expenses, and net contribution amount must be submitted along with the donation within 30 days after the event.

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Third Party Event Application

Fundraiser/Host Details

Business/Community Group/Organization/Individual Name (Event Host):_____

Business/Community Group/Organization Website:_____

Host Description (What does your group do? If you have a website, list it here.)_____

Contact Person:_____

Phone:_____ Email:_____

Is an individual, please list 3 local references of host:

Name:_____ Email:_____ Phone:_____

Name:_____ Email:_____ Phone:_____

Name:_____ Email:_____ Phone:_____

Event Details:

Event Name: _____

Event Date and Time: _____

Event Location:_____

Estimated Attendance: _____ Target Audience_____

Event Description & Details:_____

Please provide details of how and when the event is being promoted:

Newspaper: _____
Magazine:_____
Radio/TV_____
Flyer Distribution:_____
Email List:_____
Other: _____

Please describe any promotional materials where you would like permission to include SCC's name and/or logo. (Approval is required before distribution)

_____

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Third Party Event Application

Expected Amount of Donation $_____ Please indicate if your donation will be a flat donation, percentage of net proceeds (list percentage), or the entire net proceeds: _____

_____

Event contribution/proceeds will be provided to SCC within 30 days of event (with final budget for events donating net proceeds or percentage of proceeds): ☐ Yes ☐ No (Explain)

_____

_____

Please select applicable section:

☐ **We are committed to donating a minimum of $500 from the Third-Party Event.**
This category includes marketing exposure through SCC's social media platforms and Website. Checking the box here indicates you agree to make a minimum donation of $500, even If your event does not make the anticipated revenue.

Please indicate the type of support/promotion you would like provided by SCC:

☐ SCC logo and/or name for promotional purposes (approval required before publication)

☐ SCC materials for distribution (you must make an appointment to pick up)

☐ If space is available and information provided timely, pre-event listing in SCC e-newsletter

☐ Post event recognition on SCC website for up to 1 month

☐ **Event host is committed to donating an amount under $500 or Gift-In-Kind minimally valued at $500.** This category includes a social media mention.

Agreement:

By signing below, the host agrees to abide by the guidelines and understands and agrees that:

a. **If you indicated your event will raise a minimum of $500, and SCC provides marketing exposure, you are agreeing to make a minimum donation of $500 regardless of event revenue.**
b. The event/activity must be in good taste and be consistent with SCC's mission
c. No publicity or advertising using SCC's name and/or logo may be released until this agreement is signed by both parties authorizing SCC is the beneficiary of the event
d. SCC is not obligated to guarantee attendance of volunteers or staff for the event
e. SCC reserves the right to not approve or void this agreement at any time, and will provide e-mail notification to the host

The host understands that nothing in this agreement or in any other document(s) may be construed to authorize the host or any of its employees, volunteers or representatives to act as an agent of SCC.

	_____	
Host Name (Printed)	Host Signature	Date

Provide completed application to Safe Children Coalition, Attn: Development, 1500 Independence Blvd., Sarasota, FL 342134 Email: development@sccfl.org. FAX: 641-371-5439

(SCC USE ONLY) Approved Event: YES NO Signature_____Date_____

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Third Party Event Application

Third Party Event Budget

(Only required if SCC is receiving net proceeds or a percentage of the proceeds)

Income	
Ticket Sales/Registration/Entry Fees, etc.	$
Other Monetary Donations	$
Other_____	$
Other_____	$
Total Monetary Donations	$
Expenses	
Facility Rental	$
Food and Beverages	$
Printing	$
Entertainment	$
Audio Visual	$
Marketing/Advertising	$
Other_____	$
Other_____	$
Other_____	$
Total Expenses	$
Net Proceeds (Income – Total Expenses)	$
Entire net proceeds donated to SCC	$
Percentage (from page 2_____) donated to SCC	$