Third Party Event Fundraiser/Host Guidelines

Thank you for choosing to support Open Arms Adoptions (OAA) through your fundraising event! We appreciate the time, creativity, and generosity involved in bringing people together to help children and families.

We look forward to working with you to make your event a positive experience. The following guidelines explain how we can support your efforts and outline our shared expectations.

Recognition for Your Support

We are grateful for fundraising efforts of every size. OAA provides recognition as follows:

1. **Events with a minimum donation commitment of $500** will receive marketing exposure on OAA's social media channels and website. By choosing this category, the host agrees to contribute at least $500, even if event revenue is lower than anticipated.
2. **Events donating less than $500** will receive a mention on OAA's social media channels.

For events providing a monetary donation, please submit the contribution by check, money order, or online transaction within **30 days after the event**. This helps us put your generosity to work promptly.

Planning Together: Roles and Resources

Clear expectations help us work well together while keeping OAA's resources focused on serving children and families. Please plan with the following in mind:

- **Staff participation:** Requests for OAA staff to speak or host an information table must be submitted and approved at least **three months before the event**. Without this advance request and approval, we cannot provide staff participation.
- **Event expenses:** The host is responsible for all costs associated with the event or activity. OAA cannot provide monetary support, advance funds, or payment or reimbursement for expenses.
- **Sponsorship, donor outreach, and insurance:** OAA cannot provide sponsorship, conduct donor outreach, or provide liability insurance for the event.
- **Tax acknowledgment letters:** OAA can provide tax acknowledgment letters only for donations made directly to OAA. We cannot issue these letters for contributions made to the event host or organizing entity, whether by check, credit card, or cash.

Events That Align With Our Mission

We appreciate your help in ensuring that fundraising activities reflect OAA's commitment to children and families. We cannot consider events that:

- Conflict with OAA's mission of serving children and families.
- Involve a professional fundraiser, unless that person is providing their services as a volunteer.
- Involve selling products, tickets, or services through a "boiler-room" telephone operation soliciting individuals, businesses, or organizations.
- Do not comply with applicable municipal, county, state, or federal laws or regulations.
- Include nudity, drug use, or sexually explicit themes, content, or activities of any kind.

Using the OAA Name and Logo

Thank you for helping represent Open Arms Adoptions thoughtfully and consistently.

- All materials featuring OAA's name and/or logo must receive OAA's approval before use. These materials may be released only after the overall event has also been approved.
- The host is responsible for creating event flyers and other promotional materials unless assistance from OAA has been requested in the event application and approved in advance.

Promoting Your Event

Clear communication helps guests understand how their participation supports Open Arms Adoptions.

- **Ticket sales:** The host is responsible for all ticket sales. Any requested assistance from OAA must be clearly outlined in advance in the event application.
- **Publicity:** All publicity must clearly explain how OAA will benefit from the event.
- **Net proceeds:** If OAA will receive the event's *net proceeds*, please submit a budget showing event income, expenses, and the net contribution amount along with the donation within **30 days after the event**.

Thank you for sharing your time, energy, and community connections with Open Arms Adoptions. We value the opportunity to work with you and appreciate your commitment to helping children and families.