

Third- Party Fundraiser –Guidelines and Application

Donations to Quanada are extremely important, and your interest in partnering with us to prevent and eliminate domestic and sexual violence is greatly appreciated. Quanada is accountable to the public and Internal Revenue Service for fundraising activities using the name of Quanada. To this end, the following guidelines have been developed to serve as standards for those who organize special events, benefits, or promotions on behalf of Quanada. ("Sponsor" is the event organizer.)

Quanada is extremely grateful to the many outside persons who wish to organize events to support our programs. However, only those third-party events which meet specific criteria and benefit Quanada will be considered for approval. Each event will be reviewed on a case-by-case basis.

Quanada defines a "Third-Party Event" as any fundraising activity by a non-affiliated group or individual, where Quanada has no fiduciary responsibilities and little or no staff involvement.

Event Application and Approval

- Please review these Third-Party Fundraising Guidelines. After reviewing these guidelines, please complete and submit for approval the application and return it to: Third-Party Fundraising Events, Quanada 2707 Maine Street Quincy, IL 62301 or info@quanada.org.
- Approval by Quanada must be obtained before you advertise or hold your event.
- Annual events should be registered with Quanada each year.
- Quanada reserves the right to refuse funds raised at unapproved events and activities.

Marketing and Promotion

- Third-party events may not be represented as events sponsored by Quanada.
- Promotions for the event should reflect Quanada as a beneficiary (e.g., proceeds from XYZ Golf Tournament will benefit Quanada).
- All promotional materials related to an event benefiting Quanada must be reviewed and approved by the Executive Director prior to distribution (e.g., flyers, press releases, tickets, brochures, posters, etc.).
- The use of Quanada's name, logo, or collateral materials is reserved for events conducted by Quanada itself. Therefore, any requests for the use of Quanada's name or logo must be used in accordance with written brand guidelines and must undergo approval. No use of Quanada's name, collateral materials and/or logo will be allowed without specific request and agreement.

Event Expenses

If you must buy goods or services for the event and expenses will be incurred, please consider the following:

- Expenses incurred for conducting the event are the responsibility of the hosting volunteers and the Sponsor of the event. Quanada will not be liable for any costs or expenses.

- Quanada will not reimburse the Sponsor for the purchase of goods for a third-party event. No goods may be charged to Quanada for any reason.
- Suggestions to reduce event expenses:
 - Secure donated goods and services
 - Negotiate reduced costs

Event Income

- The event Sponsor is responsible for opening and maintaining their own bank account for the event. Bank accounts may not be opened in the name of Quanada.
- Any check payable to Quanada must be sent directly to Quanada at 2707 Maine Street Quincy, IL 62301
- Only checks payable to Quanada will be provided with a tax deductible acknowledgement letter in accordance with IRS and state tax regulations.
- Donations made out to an organizer or other source may be sent a general acknowledgment letter with no value attached.
- If you are deducting expenses before sending net proceeds to Quanada, you should not state or imply to your donors that any funds given to you are tax deductible.
- Sponsor agrees to inform Quanada of any effort to recruit major financial underwriters to ensure there is no duplication of underwriting efforts already underway by Quanada.
- Kindly submit appropriate documentation from individuals and/or businesses regarding their financial donations.
- Kindly submit raised funds, payable to Quanada, within 60 days of event.

Event Insurance and Liability

- Sponsor is responsible for obtaining any necessary permits and clearances required by local and state government and complying with all applicable laws. Sponsor must also obtain appropriate insurance coverage as necessary.
- All third-party events should ideally be accessible to people with disabilities. Ideally the event should take place at a venue that meets ADA regulations. Sponsor is expected to promote and make arrangements for any special accommodations and needs by participants.
- Quanada cannot be held liable for details associated directly or indirectly with the event, including, but not limited to, expenses, purchases, insurance or liability coverage.

Tax Guidelines and Implications

- If Sponsor represents to the public that proceeds will benefit other organizations in addition to Quanada, Sponsor should be prepared to provide access to an accounting of revenues and expenses. If so requested, an accounting and fund distribution will be expected within 60 days after the conclusion of the special event or promotion.
- Sponsor is responsible for complying with all IRS regulations registrations applicable to the event.
- Federal tax laws disallow third-party events from using Quanada's Tax Exemption number or Federal Employer Identification number when purchasing any goods or services from suppliers or vendors.

How can we help you with your event?

- Quanada is extremely appreciative of the volunteers who manage third-party events to benefit its programs. Quanada is limited in the amount of assistance it can provide a third-party event. Volunteer third-party management of the event or project minimizes the cost per dollar raised for our programs and allows the Quanada staff to continue the work they are already doing to support our mission.

Quanada can provide the following:

- Advice and suggestions on event planning, as time allows.
- Approval of the use of Quanada's name, logo and collateral materials.
- A letter of authorization to be used to validate the authenticity and intention of the event and its organizers.
- Promotion of your event, when appropriate, to Quanada's community supporters and followers through social media platforms such as Facebook.
- Post event recognition, when appropriate, to Quanada's community supporters and followers through social media platforms such as Facebook following the date of the event or when the contribution is submitted to Quanada.
- Acknowledgment and distribution of tax receipts for contributions made payable and submitted to Quanada.

Quanada is unable to provide:

- Assistance in collecting money for the event.
- Quanada's tax-exemption number for making any purchases related to your event.
- Guaranteed volunteer, board member, or staff attendance at the event
- Access to donor lists or contacts
- Responsibility of any nature or kind associated directly or indirectly with the event, including, but not limited to, expenses, purchases, insurance or liability coverage

Please complete the following application and submit for consideration of approval for third-party fundraisers.

Third-Party Application
(Please print or type)

1. Name of Company/Organization: _____

2. Contact Name: _____

Title: _____ **Phone:** _____ **Fax:** _____

E-Mail: _____ **Website:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

3. Date(s) of event/promotion: _____

4. Location of event & address: _____

5. Description of event/activity (i.e., basic concept/promotion/goal):

6. In what way would you like to submit your contribution to Quanada?

7. Projected Minimum/Maximum Dollars \$ _____ / \$ _____ or _____% of income to Quanada

8. Will other organizations receive a portion of the income? Yes ____ No ____
(If yes, please indicate who they are and the dollar amount \$ _____ or _____% of income they will receive.)

9. Proposed use of Quanada name, logo and collateral materials

Which, if any, names, logo and or collateral materials are you requesting permission to use or display in connection with your event? (Please check)

_____ Quanada (typed words)

_____ Quanada Sexual Assault Program (typed words)

_____ Quanada Domestic Violence Program (typed words)

_____ Quanada Food Pantry (typed words)

_____ Quanada (graphic logo)

_____ About Quanada one-pager (pdf)

How do you propose to use each of the above?

(Note: Pre-approval is required before distribution.)

10. Do you anticipate any other support or participation from Quanada? Yes ____ No ____
(If yes, please specifically state your expectations.)

11. Is there any other additional information about the event you would like to share? _____

I have read the enclosed Third-Party Fundraising Guidelines and both understand and agree to all of the terms of agreement.

Signature of Responsible Party

Date

Thank you for your interest in partnering with Quanada to end and eliminate domestic and sexual violence.

Quanada
2707 Maine Street
Quincy, IL 62301
217-222-0069
Fax- 217-222-4574
info@quanada.org

Once the application is submitted, you will be contacted to discuss the details of the agreement as well as each organization's responsibilities.

Many thanks to Harbor House of Central Florida for assistance in creating this document.