



The Kempe Foundation Third Party Fundraising Event Policies and Procedures

The Kempe Foundation greatly appreciates the support of its work from our friends who host fundraising events on our behalf. To ensure the event runs smoothly, please follow these simple guidelines.

The Kempe Foundation requires completion and return of the fundraiser application form for review and authorization at least 60 days prior to the event. The Kempe Foundation staff will review requests and respond to the application within 15 days of receipt of completed form.

How we can help:

The Kempe Foundation's ability to offer services for third party fundraising events is limited by staff size and internal obligations. With this in mind, we are able to provide the following:

- A letter of authorization to validate the authenticity of the fundraising event.
- Promotion of the event via The Kempe Foundation's social media platforms and other communications platforms upon special approval.
- Informational brochures or fact sheets about The Kempe Foundation for distribution at the event (if a large number of collateral are available, printing costs may be incurred by the event host).
- Attendance at the event and/or reception to receive proceeds by a member of The Kempe Foundation's staff or volunteer base, based on availability and scheduled in advance.
- Use of The Kempe Foundation's logo and name upon review and approval of event and materials.
- Written tax receipts to donors who make donations payable to The Kempe Foundation.

Policies:

- All donations and event proceeds not collected online at the event are to be delivered or mailed to The Kempe Foundation no later than 60 days after the fundraiser. Written accounting of the event must be available if requested by The Kempe Foundation.
- The amount or percentage of proceeds to be donated to The Kempe Foundation must be clearly communicated so the public knows what amount of their funds will directly benefit The Kempe Foundation.
- The Kempe Foundation will not underwrite any portion of a fundraiser or event, or be responsible for any expenditure related to a third-party fundraising event unless upon special approval of a request submitted within 60 days of the event.
- The Kempe Foundation will not incur any fundraiser-related costs. The event organizer will be solely responsible for all operational costs.
- The Kempe Foundation will not solicit sponsorship revenue for outside fundraising activities organized by a third party.
- The Kempe Foundation cannot release its list of supporters or donors, or solicit its donors or Board of Directors to make or solicit event donations unless upon approval of special request.
- When tax receipts are requested for cash donations, the third party event organizer is responsible for collecting or providing the names, addresses and contact information of the donors.
- The event organizer agrees not to hold The Kempe Foundation, its affiliates, officers, employees, agents, representatives, contractors and licensees responsible for any legal claims, losses, damages or expense that may arise as a result of this fundraiser/event.
- The event planners are responsible for obtaining any necessary permits, licenses or insurance required.
- Primary event publicity is the responsibility of the event organizers; however, event publicity such as flyers, press releases, public service announcements, etc. must be reviewed by The Kempe Foundation before distribution. Publicity should not be in conflict with the mission of The Kempe Foundation. See above for what The Kempe Foundation can provide in terms of publicity.
- The Kempe Foundation cannot be a fiscal conduit under any circumstances.
- The Kempe Foundation staff and/or volunteers may not be required to participate in the event; however, our staff will make every attempt to have representation at the event.

The Kempe Foundation Third Party Special Event Application

Name of group/organization planning event: _____

Name of individual(s) in charge of event: _____

Mailing Address: _____

City/State/Zip: _____

E-Mail Address: _____ Phone Number: _____

Name of event: _____

Date/Time of Event: _____

Location of event: _____ City/State/Zip: _____

Event is: Open to the public Invitation only Ticket Price: \$ _____ Table Price: \$ _____

Has this event taken place before: Yes No If so, when? (date) _____

What is the anticipated amount to be raised from this event? _____

Will the amount raised be matched? Yes No

Briefly describe the event and the fundraising components (ticket sales, table sales, raffle, auction, sponsors, etc.)
(Please use the back of this form if you require additional space)

Would you like to have someone from The Kempe Foundation present at your event? Yes No

Do you plan to use The Kempe Foundation logo in any of your promotional materials? Yes No

If yes, what address can we e-mail it to? _____

Will you need collateral from The Kempe Foundation to distribute at your event? Yes No How many?

Will all net proceeds go to The Kempe Foundation? Yes No

If no, list additional beneficiaries:

Signature: _____ Today's Date: _____

Please fill out and scan/email completed form to Julia Stone at stone.julia@kempe.org.