

Guidelines to Hosting a Third-Party Event

Hosted community events are vital to SAFE and the services/programs we provide. We welcome and greatly appreciate requests from individuals, organizations, and corporations to host benefits, special events, or donation drives on behalf of SAFE. The following guidelines have been developed to protect both the host and SAFE. A minimum of three-weeks advance notice of your event is requested in order to ensure coordination with SAFE staff.

1. SAFE will not finance any expenses related to a hosted community event or assume responsibility for any debts incurred.
2. Any use of SAFE's logo or inclusion of the SAFE name in any/all event promotion must be approved by SAFE. In addition, **all** publicity and/or promotional materials referencing SAFE's involvement must be approved by SAFE in advance of the event.
3. Host is responsible for **all** event coordination, marketing/promotion and sales.
4. Host is responsible for complying with all applicable local, state, and federal regulations regarding a charitable event.
5. Host agrees to coordinate with and request permission from SAFE before soliciting any individuals, organizations, or businesses in order to avoid duplicated efforts.
6. Host must state the terms of the donation SAFE can expect from the event (e.g., 50 percent of profits; one time donation of \$1,000; all proceeds) and tender gift within 60 days of the event.
7. SAFE recommends that no more than 20 percent of gross revenue generated be used to cover event expenses.
8. A donation solicited on our behalf, whether a donation is an item or cash, is fully tax-deductible only when it is made directly and entirely to SAFE. SAFE will determine what types of gifts can be considered tax-deductible prior to sponsor solicitation or promotion, as only SAFE can verify that such a gift was made, and its nature, to the IRS. This information must be made explicitly clear in promotion of the host's event.
9. When a portion of the ticket price or suggested donation from a participant of the host's event is not tax-deductible, the host must clearly state this on all materials as well as on the [Third-Party Event Form](#).
10. SAFE is unable to sell tickets, give coupons, or host raffles for any hosted community event.
11. Due to limited resources SAFE cannot guarantee volunteers/staff will attend an event.
 - Donated Goods - \$5,000 raised:** SAFE is unable to send Staff or Board Member to event
 - \$5,000-10,000 raised:** SAFE Staff or Board Member will attend to say a few words about the agency and deliver a thank you
 - \$10,000+ raised:** Staff or board member will attend whole event as well as deliver a few words about the agency and deliver a thank you
12. SAFE will not solicit participation from clients or donors for any hosted community event beyond listing the event information on the [SAFE Calendar of Events](#), SAFE's social media accounts, and in staff newsletters.
13. SAFE will not associate with businesses, organizations or individuals known to conduct themselves in a manner that is incompatible with our mission.

All hosted community event requests will be considered individually.

Generally, the following events/campaigns will not be approved:

- Events/campaigns falling in close proximity to a SAFE event.

- Events/campaigns that rely heavily on the use of or that require significant attendance from SAFE staff and/or volunteers.
- Events/campaigns that require significant response from the SAFE mailing list to generate the majority of the event's revenue.
- Events/campaigns involving the sale of tickets or merchandise on the "remit or return" plan or one that employs salespeople on a commission basis.

After reviewing these guidelines, please submit the [Third-Party Event Form](#).

SAFE reserves the right to refuse involvement with or cancel an event for any reason.