

Third-Party Fundraisers for Village Voices International

We greatly appreciate the enthusiasm of individuals and groups who are interested in holding special events, fundraisers, or social media donation drives on behalf of Village Voices International (VVI). These efforts can be important in assisting our organization as we work to strengthen communities and transform lives in the rural East African villages we serve.

However, it is equally important that VVI is able to manage our message and monitor the manner in which funds are raised on our behalf to ensure transparency and trust for our donors. To this end, we require that all third-party events go through a formal approval process and meet certain criteria. VVI defines a third-party fundraiser as any fundraising activity by a non-affiliated group or individual, in which Village Voices has no fiduciary responsibilities and little or no staff involvement. Each request will be reviewed on a case-by-case basis. Annual events should be registered with VVI each year.

If you are interested in hosting an event for the benefit of VVI's mission, please review the guidelines and fill-out the application at least **four weeks in advance** of your event to ensure adequate time for review and approval. If you have any questions, please contact Doug Hauth, VP of Development.

THIRD-PARTY FUNDRAISING GUIDELINES

The following guidelines have been developed to protect both you, the Event Sponsor, and VVI.

1. The Event-Sponsor is responsible for ALL event coordination, marketing, promotion, and sales.
2. All third-party events should be accessible to people with disabilities, ideally taking place at a venue that meets ADA regulations. The sponsor is expected to promote and make arrangements for any special accommodations or needs of participants.
3. VVI cannot be held liable for any aspect associated with the event either directly or indirectly, including, but not limited to purchases, finances, insurance or liability coverage.
4. VVI will not finance any expenses related to any third-party event or assume responsibility for any debts incurred. No goods may be charged to VVI for any reason.
5. The Event Sponsor is fully responsible for complying with all applicable local, state, and federal regulations regarding a charitable event.
6. The Event Sponsor must state the terms of the donation VVI can expect from the event. (Examples: 50% of profits; or one-time donation of XX dollars; or all proceeds go to VVI, etc.)
7. The Event Sponsor must tender the gift to VVI within sixty (60) days of the event. In the event of an online fundraising campaign, the Event Sponsor must provide the names, donation amounts and donor contact information (email & mailing address) to VVI within 7 days of the termination of the campaign; as well as the source (e.g. Facebook) and intermediary (e.g. Network for Good) for proper follow-up of receipt of gifts by VVI.
8. If the Event Sponsor represents to the public that proceeds will benefit organizations in addition to VVI, the Event Sponsor must be prepared to provide access to an accounting of revenues and expenses to VVI at the termination of the event.

9. Any use of VVI logo(s), inclusion of the VVI name and/or referencing of VVI's involvement in any third-party promotional materials MUST be pre-approved by VVI. Promotions for the event should clearly reflect VVI as a beneficiary (i.e. "proceeds from XYZ Event will benefit Village Voices International").
10. The Event Sponsor agrees to coordinate with and request permission from VVI before soliciting any individuals, organizations, or businesses for donations in order to avoid duplicated efforts. This includes online donations via social media.
11. A donation solicited on behalf of VVI, whether in the form of an item or cash, is fully tax-deductible only when it is made directly and entirely to VVI. VVI will determine what types of gifts will be considered tax-deductible prior to the Event Sponsor's solicitation or promotion. When a portion of the ticket price or suggested donation from a participant of the third-party event is not tax deductible, Event Sponsor must clearly state this on all materials.
12. Any check made payable to VVI must be mailed to 6813 Vineyard Haven Loop, Dublin OH 43016. Cash should be tallied at the event by two (2) individuals prior to deposit.
13. The Event Sponsor is responsible for opening and maintaining his/her own bank account for the event. Bank accounts may not be opened in the name of VVI.
14. VVI will not be involved in selling event tickets, coupons or raffle tickets for any third-party event.
15. VVI will not solicit participation from donors for any third -party event beyond listing the event information on the VVI events webpage and in the VVI newsletter.
16. All third-party event requests will be considered individually. VVI reserves the right to refuse involvement with or cancel an event for any reason.
17. VVI is extremely appreciative of the volunteers who manage third-party events to benefit our programs, however our organization is limited in the amount of assistance it can provide. VVI can provide the following:
 - a. Advice and suggestions on event planning, as time allows.
 - b. A letter of authorization to be used to validate the authenticity and intention of the event and its organizers.
 - c. Promotion of your event, when appropriate, to VVI's supporters and followers through web, e-newsletter, social media platforms such as Facebook and Twitter.
 - d. Post event recognition, when appropriate, to VVI's supporters and followers through social media platforms such as web, e-newsletter, Facebook and Twitter during the week following the date of the event or when the contribution is submitted to VVI
 - e. Acknowledgment and distribution of tax receipts for contributions made payable and submitted to VVI.



THIRD-PARTY APPLICATION (Please type or print)

Name of Individual/Company/Organization _____

Website (if applicable) _____

Address _____ City _____ State _____

ContactName/Title _____

Phone _____ Email _____

Date(s) of event/promotion _____

Location of event (social media site or physician address) _____

Detailed description of event/activity (i.e. basic concept/promotion/goals):

Projected Minimum/Maximum Gift \$ _____ Dollars / \$ _____ Dollars OR _____ % of event revenue.

Will another organization (s) receive a portion of the event revenue? Yes _____ No _____ (If yes, please indicate the name of the organization and the \$\$ dollar amount or % they will receive).

Please indicate if you requesting permission to use VVI's Name _____ Logo _____ or collateral materials from the VVI website _____ VVI photos _____

How do you propose using the checked items above?

Is there any additional information about the event you would like to include in your application?

I have read the enclosed Village Voices International Third-Party Fundraising Guidelines. I understand and agree to comply with all terms.

Signature of Responsible Party

Date