



SafePlace Community Benefit Event Fundraising Guidelines

Thank you so much for your interest in fundraising to support the mission and programs at SafePlace! Together we build healthier communities by providing advocacy, emergency shelter, support groups, and prevention education for survivors.

Please read through the Community Benefit Event Guidelines, and then contact Lisa at 360.786.8754 x200 or lisag@safeplaceolympia.org to discuss your event.

SafePlace Fundraising Guidelines

- SafePlace must always be represented in a positive light by the Host within the context of the fundraising event/activity.
- The Host is responsible for all event/activity expenses, including but not limited to: food, beverages, marketing, advertising, supplies, venue/permit fees and incidentals. SafePlace will not be responsible for any expenses or debts incurred.
- All publicity and promotional material referencing the involvement of SafePlace will require prior approval.
- The Host is responsible for planning, staffing, and promoting the event/activity. SafePlace may provide limited staff time, volunteer support and promotional space depending on the timing and availability.
- SafePlace does not share its internal list of donors or supporters.
- SafePlace will provide donation receipts for donations made directly to SafePlace. Any payments processed by the Host will not qualify as a tax deductible donation to SafePlace.
- The event/activity must comply with applicable local, state and federal laws and regulations.
- Any event/activity involving alcohol, gambling, auctions and/or raffle require prior approval from SafePlace.
- SafePlace must be notified if there are any significant changes to the fundraising event once it has been approved. If circumstances warrant, SafePlace may disassociate itself from the event and require that the Host refrain from using SafePlace's name and/or logo.
- The Host is responsible for obtaining any permits/license/insurance necessary in the name of the Host organization or individual.
- The Host will provide SafePlace with a list of corporate or individual sponsors that will be targeted for support of any kind, monetary or in-kind (donated goods or services). SafePlace reserves the right to exclude solicitation of specific sponsors.
- Any collection of fees, entries, payments and all contributions must be made by the Host or designated contact and submitted to SafePlace. If you collect checks payable to SafePlace, please send the unendorsed checks along with the net proceeds of the event.
- When submitting final donations to SafePlace, it is requested that the Host provide a summary of the event/activity revenue and expenses. Proceeds from the event/activity are due 30 days post event.

THANK YOU!