

LACASA Third-Party Fundraiser

Thank you for your interest in supporting LACASA Center by hosting a special fundraising event. It is because of your philanthropic efforts that we are able to provide all our services at no charge for survivors of child abuse, domestic violence and sexual assault.

Before the Event – In order for your fundraising event to be considered as a charitable event for LACASA, we require that you:

- Agree to the attached policies and procedures
- Complete and sign the application and return it to LACASA

Your organization must wait for approval before using the LACASA name and/or logo in its promotional materials.

After the Event - Within 30 days:

- Return all monies or new goods collected to the LACASA office or contact Kristine Masters, Special Events Director, to arrange pick-up
- Complete an in-kind donation form, or request a tax receipt for cash donations

Questions? Contact Kristine Masters, at 517-548-1350 or email kmasters@lacasacenter.org

Sponsoring Organization Name: _____

Contact Person's Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Daytime phone: _____ Email: _____

Fundraising Event Name: _____

Date(s): _____ Time(s): _____

Briefly describe event: _____

Describe fundraising component: _____

Would you like a LACASA donation box for the duration of the event? YES NO

Third-Party Fundraising Agreement

This form is to serve as a contract between the listed Sponsor/Agency and LACASA.

In signing this form, you have read and agree to abide by **LACASA's Third-party Fundraiser/Program Terms and Conditions**, understanding that LACASA and its affiliates will not be held responsible for any damages, theft, or injury to any person or persons attending, buying or selling at this event. The above listed sponsor agrees to indemnify, defend, hold harmless, and reimburse LACASA and any officer, director, agent, employee, homeowner, or committee member of LACASA from and for any damages, liabilities, or fees, including without limitation attorney's fees, incurred by any of the above listed indemnifies persons in connection with the above listed sponsor's operation.

It is understood that any additional policies, procedures or instructions that have been sent or verbally given to sponsors at any time are considered part of this agreement.

Organization's Representative Signature _____

Print Name _____

Date _____

Mail to: Kristine Masters
LACASA Special Events Director
2895 W. Grand River Ave.
Howell, MI 48843
Or Fax: 517-548-3034 – Attention Kristine



.....
LACASA Use only

LACASA Representative Signature _____

Date Approved _____ Copy sent _____ Logo sent _____

Donation box - Date received _____ Date returned _____ Amount \$ _____

Date proceeds received _____ Amount _____ Items _____

Tax Receipt / In-kind Donation form sent _____ Thank you sent _____

LACASA's Third-Party Event Policies

Event Stipulations

- Third-party fundraisers must be designed to raise **financial donations** or **donations of new goods** listed on our agency's Wish List (*posted on our website*). LACASA is prohibited from approving third-party events that collect used items.
- The LACASA name and logo have special meaning for our organization, supporters and the community. LACASA will not be affiliated with businesses/groups/events that may offend community standards or portray images contrary to the LACASA mission. Your event must comply with all applicable laws as well as LACASA policies.
- Under no circumstances would we consider a request to invite minor children from LACASA to a third-party event
- Liability stipulations prevent LACASA from providing volunteers for third-party events

Marketing Requirements

- Our organization must be referred to as LACASA (all caps) or LACASA Center in all materials. The description which must be used for our organization is:

LACASA Center is a nonprofit organization that helps victims of child abuse, domestic violence and sexual assault from our community. Your donation stays local and helps LACASA provide all victim services at no charge.
- Your organization is responsible for **all** event marketing, promotions and advertising
- We consider all requests to participate in mutual marketing, but we are under no obligation to do so. If you request that LACASA help promote your event on its website and social media, please ensure that you have promoted the event on your own organization's website and social media pages. Confidentiality is paramount to our organization, and we never share contact information or mailing lists.

Financial Compliance

- LACASA will not fund any part of a third party event/program and will not be responsible for any expenses or debts incurred, including venue rental fees or credit card fees
- The sponsoring organization must clearly disclose to participants the approximate amount of dollars and/or percent of the proceeds that will go to LACASA
- All checks from participants must be made out to the sponsoring organization, unless otherwise approved by LACASA; LACASA does not issue individual tax receipts
- If a separate bank account is being established for the event, it must be opened in the sponsor's name, not LACASA's
- The sponsoring organization must turn in proceeds and provide LACASA with a summary of the event/program results within 30 days of the event's end