

THIRD-PARTY FUNDRAISING EVENT GUIDELINES

How can we help you?

- Provide consultation and a tool kit to help you create and implement your fundraising event
- Provide a letter of authorization to validate the authenticity of the event and its organizers
- Provide and approve use of our logo, provided certain criteria are met
- Help you select an area of Maryhurst for your donation to support
- Coordinate check presentations
- Provide Maryhurst information to your guests or attendee's
- Help promote your event with at least one social media post

We are here to support you. However, *there are some services we are unable to provide:*

- Our sales tax exemption number
- Insurance, liability coverage, permits, or licenses
- Mailing list of donors and/or vendors
- Maryhurst stationery
- Funding or reimbursement of your expenses
- Publicity (e.g. newspaper, radio, television)
- Guaranteed attendance of Maryhurst staff or volunteers

General Considerations for Event Approval

- All events will be considered on an individual basis
- Generally, the following events will not be approved:
 - Events that require the Maryhurst to sell merchandise, tickets, coupons, etc.
 - Events that require significant attendance from Maryhurst staff and/or volunteers
- Maryhurst must be notified if there are any significant changes to a fundraising event once it has been approved

Please contact lnickley@maryhurst.org with any questions.

Thank you!

Saving kids' lives. Strengthening families.