

## **WOMEN'S CRISIS & FAMILY OUTREACH CENTER**

### **Collaborative Fundraising Events Guidelines**

The Women's Crisis & Family Outreach Center (WCFOC) is grateful for the generosity of those who help us to raise needed funds. In an effort to create a clear process for determining the needs of each partner in events benefiting WCFOC, we have created these guidelines.

#### **Event and source of funding must be consistent with mission of WCFOC.**

If there are questions about the consistency of an event or fundraiser with our mission, the potential event will be reviewed by our staff, and Board of Directors, as needed.

#### **The support needed by the host must be manageable and within the staff capacity of the WCFOC.**

In most instances WCFOC can:

- Provide educational information
- Have a representative present
- Inform our immediate network about the event
- Provide permission to use the WCFOC logo

Other requests for support are weighed against other scheduled events and the expected outcome of the event.

We cannot provide our mailing list to other organizations.

#### **The agreement between the host and WCFOC must be clearly stated in writing.**

There must be a written agreement outlining:

- The event sponsor
- Details of the event
- Roles and responsibilities of each party
- How funds will be raised and allocated
- How expenses will be taken care of
- How the connection with WCFOC will be made
- How the WCFOC logo will be used in promotional materials
- Approval process by WCFOC for all promotional materials

#### **Other Considerations:**

- What level of exposure will WCFOC receive?
- Who is the targeted audience and what is the likelihood that this audience will support WCFOC in the future?
- Is this audience already being targeted for other WCFOC events?
- Are potential vendors/sponsors already being targeted by WCFOC for other events?
- With both WCFOC and the host receive reasonable benefit?
- If alcohol is served, does the event clearly discourage irresponsible drinking, and is there appropriate insurance coverage for this service?
- An outline of comedy, speeches or music used, must be available for review before the event is approved.