



## 3rd Party Event Rules & Guidelines

Any fundraising event for the benefit of Jane Doe No More **must be approved in advance by the organization. Third party event hosts are responsible for all aspects of the event**, including organizing, funding, planning, promoting, managing and staffing. Jane Doe No More cannot pay for any event-related costs.

**Jane Doe No More will provide** printed materials about our programs and when possible, include your event in our organization's marketing efforts. **Requests for Jane Doe No More** staff, volunteers or directors to attend your event are handled on a case-by case basis, but cannot be guaranteed.

**Upon approval, you may use the Jane Doe No More name and appropriate logo.** All materials should indicate the name/organization hosting the event and that Jane Doe No More is the beneficiary. Jane Doe No More must pre-approve all invitations, flyers, press releases, publications and any other event promotional materials.

**If you plan to solicit** contributions, sponsorships or in-kind gifts from businesses, the list of potential business sponsors **must be reviewed and approved by Jane Doe No More** before approaching businesses. Please remember, many local organizations have a long-standing history of involvement with Jane Doe No More and this review is necessary to avoid duplicated efforts. It is important to **track all donations and services for your event and provide the list to Jane Doe No More** including name, company (if applicable) and full address. Jane Doe No More will then be able to thank them appropriately.

Residential door-to door solicitations **are not authorized by Jane Doe No More, Inc.**

**Event proceeds** should be submitted to Jane Doe No More **within 10 days** following the event. Jane Doe No More encourages scheduling an appointment to **photograph a check presentation**; otherwise, a check should be mailed to:

Jane Doe No More, Inc.  
203 Church Street Rear  
Naugatuck, CT 06770

Please note if you are holding a raffle in conjunction with your event, be aware that such activity needs a special permit from the State of CT and possibly other states, which may require extra time to organize. It is the **responsibility of the person or organization hosting the event** to obtain the necessary permit approvals.

Events must comply with all federal, state, and local laws governing charitable fundraising, gift reporting and special events. The **event organizer is responsible for** obtaining permits and insurance coverage, if necessary.

*Thank you so much for your support!*