



COMMUNITY-HOSTED ACTIVITY/EVENT

Project Self-Sufficiency of Loveland-Fort Collins is grateful for your commitment to organize a fundraiser to benefit our organization. In order to maximize the success of your event, please review the following information:

Promotion

- All promotional materials regarding your event must be approved in advance of publication and clearly state that it is an independent fundraiser to benefit Project Self-Sufficiency. (*Example: "100% of the proceeds benefit Project Self-Sufficiency."*)
- You are responsible for marketing, writing/designing, replicating, and distributing press releases, PSAs, social media, invitations, ads, posters/flyers, invitations, etc. All promotional materials must be approved by a Project Self-Sufficiency staff person prior to distribution. Project Self Sufficiency may be able to assist with promotion internally – we are happy to discuss options.

Income Tax Guidelines

- All collection and processing of proceeds is the responsibility of the event host.
- Due to IRS guidelines, Project Self-Sufficiency cannot receipt individuals for any event where goods or services are received, including registration fees or auction items. Sponsors cannot be promised goods or services in exchange for their sponsorship.
- Federal tax laws disallow usage of the Project Self-Sufficiency sales tax exemption number or federal employer identification number by outside entities when purchasing any goods or services from suppliers or vendors.

Expenses

- You must make arrangements for payment of all expenses associated with the event; Project Self-Sufficiency cannot pay expenses or reimburse the host. You may cover expenses for the event from the proceeds, but they must be removed prior to submitting total amount raised to Project Self-Sufficiency.

Sponsorships

- To ensure that we do not duplicate fundraising efforts and that we're approaching donors in a coordinated fashion, please submit a list of any entities you intend to solicit for sponsorship/financial underwriting for the event for our review. Project Self-Sufficiency cannot solicit sponsors/underwriters on behalf of your event.

Liability

- Project Self-Sufficiency cannot assume liability for the event and will not be contractually bound in any way.

Project Self-Sufficiency Resources

- Due to limited resources, Project Self-Sufficiency cannot commit to attendance at your event, but should you request a representative, we are happy to check our schedules!
- Given privacy considerations, Project Self-Sufficiency cannot disclose our mailing list, however, as appropriate and time allows, Project Self-Sufficiency will make every effort to share event information within our networks.

FREQUENTLY ASKED QUESTIONS

Can I reference Project Self-Sufficiency and use your logo to promote my event?

Yes, we just need to approve all printed materials in advance of publication.

Can you give me lists of supporters or potential event sponsors?

Our mailing lists of donors, staff and Participants are confidential, and we cannot share this information with you, or solicit sponsors for your event.

Can Project Self-Sufficiency pay for some of my expenses?

We cannot assume any responsibility for your event expenses. Your event costs should be deducted from the funds raised prior to sending your donation to us.

Will you provide staff support in the planning of the event or for the day of the event?

Due to staff and time constraints, we cannot serve on the planning committees or manage your event. We may be able to send a representative to the actual event.

Can Project Self-Sufficiency provide a speaker for the day of the event?

We may be able to assist in collaborating with our program staff to provide a representative at your event.

Can Project Self-Sufficiency provide me letters and receipts for my supporters?

Per IRS guidelines, we can only acknowledge direct contributions to Project Self-Sufficiency.

What if I have more questions?

Please reach out to Diane Ellsworth, Events Coordinator, at 970.635.5908 or diane@bringthepower.org. Thank you for partnering with Project Self-Sufficiency to bring the power of education to single parents!

I acknowledge receipt and compliance with respect to these guidelines. Any amendments must be made in writing and acknowledged by both parties. Executed this _____ day of _____, 20____.

Event Name

Event Date

Printed Host Name(s)

Host Signature(s)

Project Self-Sufficiency of Loveland-Fort Collins:

Authorized Representative

Please return to:

Diane Ellsworth, Special Events Coordinator
Project Self-Sufficiency of Loveland-Fort Collins
375 W. 37th St. #150, Loveland, CO 80538
970.635.5908; diane@bringthepower.org