



## THIRD PARTY FUNDRAISING EVENT GUIDELINES

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 third party fundraising event, please review the following information and submit your form at least 30 days prior to your event:

### Promotion

- All promotional materials regarding your third party fundraising event must be approved in advance of publication and clearly state that it is an independent third party fundraiser to benefit Project Self-Sufficiency. (*Example: "100% of the proceeds benefit Project Self-Sufficiency."*)
- The third party event host is 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 the Project Self-Sufficiency Development Director/Executive Director 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 fundraising revenue is the responsibility of the third party 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

- The third party event host must make arrangements for payment of all expenses associated with the fundraising event; Project Self-Sufficiency cannot pay expenses or reimburse the host. Third party event hosts 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

- Please submit a list of any entities you intend to solicit for sponsorship/financial underwriting for the event for our review. This ensures that we do not duplicate fundraising efforts and that we're approaching donors in a coordinated fashion. Project Self-Sufficiency cannot solicit sponsors/underwriters on behalf of your third party fundraising 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 third party fundraising event, but should you request a representative, we will do our best to attend if our schedules allow.
- Project Self-Sufficiency cannot disclose our mailing list due to privacy and confidentiality best practices. Project Self-Sufficiency will make every effort to share event information within our network as time allows.

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\_\_.

**Third Party Host:**

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Third Party Fundraising Event Name

Third Party Fundraising Event Date

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Third Party Host Name(s) Printed

Third Party Host Signature(s)

**Project Self-Sufficiency of Loveland-Fort Collins:**

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Authorized Representative Signature

Date

Please return to:

Lyndsey Hertz, Development Director  
Project Self-Sufficiency of Northern Colorado  
1810 Boise Ave, Loveland, CO 80538  
Tel: 970.829.5166  
Email: lyndsey@bringthepower.org

## FREQUENTLY ASKED QUESTIONS

***Can I reference Project Self-Sufficiency and use the nonprofit's 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 third party fundraising event.

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

No, 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?***

No, due to staff and time constraints, we cannot plan or manage your third party fundraising event.

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

We might be able to send a representative to the actual event, depending on their schedule.

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

No, per IRS guidelines, we can only acknowledge direct contributions to Project Self-Sufficiency.

***What if I have more questions?***

Please reach out to Lyndsey Hertz, Development Director, at 970-829-5166 or [lyndsey@bringthepower.org](mailto:lyndsey@bringthepower.org). Thank you for considering a third party fundraising event for Project Self-Sufficiency.