



Third Party Event Policy

Thank you for volunteering to raise funds for Naples Interagency's Scholarship Fund! We are very grateful for your dedication to making a difference in our community. Your help is truly appreciated. In order to help you with the fundraiser planning process, we have created this Third Party Event Policy.

Any individual or organization (outside of Naples Interagency) that hosts an event, promotion, sale or donation drive on behalf of Naples Interagency is defined in this document as a "third party fundraiser." To be in compliance with Naples Interagency's Third Party Event Policy, the following must be observed:

- For all approved fundraisers, Naples Interagency can: offer advice on event planning and fundraising
- Provide you with our logo for your marketing materials
- Provide sample template letters to solicit sponsorships and in-kind donors
- Provide Naples Interagency printed literature for distribution at your event
- Provide written tax receipts to donors who make checks payable to Naples Interagency
- Attendance at the event to receive proceeds by a member of our staff, based on availability Naples Interagency is a 501(c)(3) nonprofit.
- You are authorized to share our public tax number when requested: EIN #88-423150

Naples Interagency is unable to provide the following:

- × Insurance or liability coverage
- × Funding or reimbursement for your expenses
- × Mailing list of potential donors or vendors
- × Publicity (i.e. newspaper, radio, television, etc.). - Newsletter/social media posts about the fundraiser may be available on a case-by-case basis.

We rely on you to plan and coordinate all details of the third party fundraiser. See next page for guidelines.

General Guidelines

1. All event request submissions must be made at least 30 days prior to the fundraiser date.
2. Fundraisers which benefit Naples Interagency must reflect positively on its mission. Naples Interagency reserves the right to decline any fundraising proposal that is not in line with our mission.
3. The third party fundraiser is responsible for all vendor agreements, contracts, insurance and necessary permits for the event, including liquor license if necessary. Naples Interagency will not assume any legal or financial liability for a third party event.
4. Third party fundraising events must be fully executed by the third party fundraiser(s).

Financial Guidelines

1. Third party fundraising events must be financially self-sustaining without contribution or financial risk from Naples Interagency. Naples Interagency will only accept the net proceeds from a third party fundraising event. All third party fundraising event expenses are the responsibility of the third party fundraiser and must be paid before the proceeds are given to Naples Interagency. Refunds or reimbursements will not be available after the donation made is Naples Interagency.



2. Third party fundraisers must fully and truthfully state the portion of the proceeds which will be donated to Naples Interagency in all advertising, promotions and in all contact with donors, sponsors and participants.
3. Third party fundraiser is responsible for all vendor agreements, contracts, insurance and necessary permits for the event. Naples Interagency will not assume liability for a third party event.

Marketing and Promotions Guidelines

1. Naples Interagency is not a sponsor of third party fundraising events and should be listed as a “beneficiary” on all promotional materials.
2. Third party fundraisers are responsible for all marketing, including writing and distributing press releases, PSA's, social media postings, invitations, ads, etc.
3. All marketing materials and text about Naples Interagency must first be approved by the executive board prior to distribution.

Charitable Giving Guidelines

1. All donations received at or prior to the event are required to be given to Naples Interagency within 7 business days of the event.
2. Checks may be mailed to our P.O. Box, donated online at www.NaplesInteragency.com or picked up in person by a Naples Interagency board member.

Event-Day Guidelines

1. Naples Interagency retains the right to have at least one representative at the event.

Post-Event Guidelines

1. The third party event organizer is required to send a brief overview of the event after it has occurred, including number of attendees, total revenue generated, a complete list of sponsors, and photos from the event.
2. Naples Interagency reserves the right to post about the event on its website and social media with this information.

To set up your fundraiser, please contact us at events@NaplesInteragency.com.

Thank you for your support!