



## Third Party Special Event Guidelines

**Thank You** for your interest in hosting an event to benefit Hubbard House. By hosting a third party event, you are helping raise the much needed funds that enable us to assist victims of domestic violence and their children by providing life-saving services that not only serve their immediate needs, but will also help to prevent future violence.

Before you plan your event, we ask that you review the following guidelines.

### **Events must be registered and endorsed by Hubbard House.**

It is important that you contact Hubbard House to discuss your proposed fundraising event to ensure it does not conflict with other Hubbard House fundraising activities. Each event will be reviewed on a case-by-case basis. Please do not move forward with your event until it has been approved by Hubbard House. We will do our best to respond within 5 to 7 business days of submission. We appreciate your patience as we work through the approval process. To register your event, we ask that you complete our Third Party Special Event Form and return it to [development@hubbardhouse.org](mailto:development@hubbardhouse.org) or fax it to 904.354.1342 Attn: Tammy Huckfeldt.

### **Not all fundraising proceeds and/or events will be endorsed or accepted by Hubbard House.**

Fundraising proceeds and/or events will not be endorsed if the fundraising is the result of illegal, unethical, unhealthy or unsafe activities or activities not supportive of Hubbard House standards and mission.

### **Event Income**

1. The event organizers are responsible for maintaining a detailed accounting for the event.
2. All donation checks must be payable directly to Hubbard House.
3. Only checks payable to Hubbard House, and cash donations clearly labeled with the donors information, will be provided with a tax deductible acknowledgement letter in accordance with IRS and state tax regulations.
4. If you deduct expenses before sending net proceeds to Hubbard House, you should not state or imply to your donors that funds given to you are tax deductible, and you should not use the word "donation" because it implies that it is tax deductible.
5. Within 30 days following the event, organizers should submit funds, payable to Hubbard House, and appropriate documentation from individuals and/or businesses regarding their financial donations along with an accounting of the income and expenses.

### **What support you can expect from Hubbard House.**

- The Hubbard House logo will be provided. Its usage or materials must be approved prior to public posting.
- Hubbard House materials such as brochures, posters, etc. for display and distribution. (depending on availability)
- Acknowledgement and tax receipts for contributions made payable and submitted directly to Hubbard House. This donation cannot be used to offset any costs of the event.
- Speaker, if desired and if staff/volunteers are available at the time of your event.

**Hubbard House is unable to provide the following:**

- Assistance in soliciting donations, recruiting attendees, and collecting monies.
- Our tax-exempt id for making any purchases related to your event.
- Guaranteed volunteer or staff attendance at the event, though we will do our best to attend.
- Access to donor lists or contacts.
- Responsibility of any nature or kind associated directly or indirectly with the event, including, but not limited to, expenses, purchases, insurance or liability coverage.

**Post Event Follow Up:**

We are truly honored to have you represent Hubbard House through your fundraiser. We rely on donations from the general public to support our mission and we would love to share your event with our community. If you have any event details, stories and photos to share, please email us at [development@hubbardhouse.org](mailto:development@hubbardhouse.org) as soon as possible after the event so that we can get the information posted on our website in a timely manner.

We are so very grateful for your support and your dedication to our mission of ***EVERY RELATIONSHIP VIOLENCE-FREE***. Thank you for making a difference in the lives of victims and their children by giving to Hubbard House. Good luck with your event!