

## Third-Party Fundraiser General Guidelines

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1. Organizers must sign a Third-Party Agreement (to be distributed once proposal form is approved)
2. Any promotion of the event must avoid statement or appearance of Manzanita Outreach endorsing any product, firm, organization, individual or service.
3. Manzanita Outreach must approve all promotional materials, including but not limited to advertising, letters, brochures, flyers and press releases prior to production or distribution.
4. All promotional materials must clearly state the percentage of proceeds that will benefit Manzanita Outreach.
5. Manzanita Outreach should receive a list of targeted sponsors for the event before they are approached in order to minimize overlap with other Manzanita Outreach events or fundraising campaigns that may be underway.
6. Event organizers are responsible for obtaining all permits especially those for raffles and/or games of chance.
7. Event organizers must obtain their own liability insurance to cover the event.
8. Under no circumstances should third-party event revenue and expenses flow through the Manzanita Outreach books. Only the final net proceeds from the event are to be processed by Manzanita Outreach.
9. Manzanita Outreach should receive a complete accounting of all funds collected and expenses related to the event. We reserve the right to inspect all event financial records.
10. Manzanita Outreach is not financially liable for the promotion and/or staging of third-party events.

*Please note: Manzanita Outreach is unable to accept non-monetary donations such as food and clothing because of storage and transportation requirements. Financial donations are the most efficient way for our organization to meet the needs of those we serve.*