



We are so grateful to those who are willing to help us raise funds to continue Transforming Lives in Our Community every day. KidsTLC requests that any fundraising event benefiting the organization be conducted in a manner consistent with our Mission and Values:

***The Mission: KidsTLC exists to transform the lives of children and families experiencing mental and behavioral health challenges, developmental trauma and autism.***

The following policy outlines the general guidelines in which fundraising events must comply in order to be considered.

### **General Guidelines**

All events must be approved at least 30 days prior to the proposed promotion or event date in order to be considered.

Event must adhere to all federal, state and local laws regarding charitable fund raising, gift reporting and special events.

Any use of the KidsTLC's name and/or logo for event/promotion must be congruent to the established style guidelines and approved by KidsTLC's marketing department before distribution.

"KidsTLC" cannot be used in the title of the event, but may be identified as the beneficiary of the event. (For example, the event should not be identified as "KidsTLC's XYZ Event" but rather "XYZ Event to Benefit KidsTLC.")

The planning and execution of the event is the responsibility of the event organizer. The organizer(s) must obtain any necessary permits, licenses, and/or insurance.

If KidsTLC is notified or becomes aware of any activity that conflicts with these guidelines or our mission, KidsTLC may inform you to alter, cease or cancel the event.

Please contact Jen Simpson, [jsimpson@kidstlc.org](mailto:jsimpson@kidstlc.org) with any changes to your event/promotion throughout the duration of the time indicated in your application.

### **Financial Guidelines**

The public shall be fully informed regarding the net amount that will be donated to KidsTLC from the event/promotion. If less than 100% of the net proceeds will be donated, the actual percentage shall be disclosed to potential donors and participants.

Proceeds must be received by KidsTLC within 60 days following the completion of your event.

If event expenses are greater than the money raised by the event, the organizer is responsible for those expenses.

**KidsTLC Development staff is happy to provide the following to assist with your event:**

- Provide KidsTLC marketing materials and banners.
- An electronic copy of the appropriate KidsTLC logo and approval of the use of KidsTLC name and logo.
- Promote program/event through internal networks such as e-news or website, on a case by case basis.
- Attend event or check presentations.
- Provide a written tax receipt to donors who make their checks payable to "KidsTLC."

**KidsTLC Development staff is unable to:**

- Provide funding or reimbursements for expenses.
- Extend our tax exemption to your organization.
- Guarantee attendance of staff or volunteers at the event/promotion or check presentation.
- Provide insurance coverage.
- Provide mailing lists of donors, vendors, board members, or employees.
- Solicit auction items for your event.
- Provide Media lists.
- Seek sponsorship revenue for your event.
- Assume any type of liability for your event.