



### Third Party Fundraising Guidelines and Application

Thank you for your interest in creating, organizing and conducting an event to benefit SafeHaven of Tarrant County. We are deeply grateful to you and your organization for choosing to join us in our mission of ending domestic violence. Individuals, businesses or groups hosting an event to raise funds for SafeHaven of Tarrant County is called a “third-party” fundraiser. SafeHaven of Tarrant County has a set of guidelines that we ask all individuals and organizations to follow when fundraising on our behalf.

SafeHaven formed in 2006 through a merger of The Women’s Shelter (Arlington) and Women’s Haven of Tarrant County (Fort Worth) – two agencies leading the campaign to eliminate domestic violence in Tarrant County for 30 years. SafeHaven offers comprehensive services to domestic violence victims and their families including a 24-hour crisis hotline, emergency shelter, transitional living services, counseling and support groups, legal assistance, as well as programs for children. In addition, SafeHaven provides prevention and educational programs throughout the community including area schools to youth and adults.

This information packet is designed to provide you with helpful information and requirements before initiating a fundraising project for SafeHaven. Please read through the general guidelines and fill out the complete application for approval by the Director of Donor Relations prior to proceeding with your event. This is an important safeguard to preserving the integrity of the SafeHaven name and brand as well as our commitment to raise the funds necessary to fulfill our mission in a cost-efficient and effective manner. Each application will be carefully reviewed and evaluated for viability and appropriateness with SafeHaven’s goals and objectives. By filling out and completing the event proposal form, you acknowledge you have read the event handbook and will adhere to guidelines outlined within the packet. Please send all applications to my way at [ehancock@safehavenc.org](mailto:ehancock@safehavenc.org).

It is with immense gratitude that I thank you – without your generosity we wouldn’t be able to provide the crucial help to those individuals and families most in need. Thank you again for your efforts to support SafeHaven of Tarrant County and joining in our mission of ending domestic violence through safety, support, prevention and social change.

Emily Hancock  
Director of Donor Relations

### Third Party Fundraising Information

SafeHaven's ability to offer services for third-party fundraising events/promotions is limited by staff size and internal obligations. We are able to provide the following:

- A letter of authorization to validate the authenticity of the fundraising event.
- Informational brochures or fact sheets about our programs and services.
- Attendance at the event to receive proceeds by a member of our staff, *based on availability*.
- Use of our logo and name upon **review and approval** of event and materials.
- Written tax receipts to donors who make checks **payable to SafeHaven of Tarrant County**.

### Third Party Fundraising Agreement Guidelines

1. SafeHaven of Tarrant County may receive funds from other similar promotions. Our acceptance of your application creates no exclusive rights for you.
2. We have made a commitment to our staff and donors that we do not sell or provide others with our donor and staff mailing lists.
3. SafeHaven of Tarrant County must review and approve all promotional materials including, but not limited to, advertising, letters, brochures, flyers and press releases prior to production or distribution. All promotional materials must clearly state the percentage of proceeds that will benefit SafeHaven of Tarrant County.
4. Please do not promote SafeHaven's logo and brand on peer-to-peer fundraising sites without SafeHaven's consent (i.e. GoFundMe).
5. SafeHaven of Tarrant County does *not* provide financial support to third-party fundraising.
6. You are responsible for paying expenses. SafeHaven of Tarrant County will not provide funding or reimbursement of expenses.
7. You must obtain your own liability insurance to cover the event. SafeHaven will not insure your event and requires that you obtain all insurance, including premises liability and worker's compensation. SafeHaven will not assume any legal or financial liability associated with your event, nor will we indemnify you or any party involved in your event for any damage, expense or other costs arising or in any manner related to your event. SafeHaven and all related entities are not liable for any injuries sustained by event volunteers or participants related to your event and cannot assume any type of liability for your event
8. You agree that you will comply with all state and/or municipal charitable solicitations statutes and/or ordinances which may apply to your event.
9. It is reasonable and customary for the Donors to expect an acknowledgement of their Donations collected under the fundraising activities authorized hereunder, you will either (i) provide to each individual Donor written documentation that acknowledges the Donor's contribution, or (ii) provide individual Donor and donation information (including, Donor name, address, amount of contribution and value of any goods received) to SafeHaven for the purpose of Donor acknowledgement.
10. Because SafeHaven of Tarrant County is not sponsoring your event/campaign, we cannot have event/campaign revenues and expenses flow through our books. Only the net amount (final net

proceeds from event) should be processed by SafeHaven of Tarrant County. Final proceeds should be sent to **SafeHaven of Tarrant County, 1100 Hemphill St, Suite 303, Fort Worth, TX 76104** within 30 days following the event date.

11. You cannot set up a temporary bank account in SafeHaven's name.
12. SafeHaven of Tarrant County requests a complete accounting of all funds collected and expenses related to the event
13. In order to better coordinate fundraising activities, SafeHaven should receive a list of targeted sponsors for the event before they are approached to minimize overlap with other SafeHaven events and/or fundraising campaigns that may be underway. Please remember that many individuals and businesses already support us and may not wish to make additional donations.
14. You agree that any tax credit accrues to the original donor and not to you as a third party conveyor of the donation.
15. Applications must be completed and submitted to SafeHaven no less than two weeks prior to the proposed fundraising event/promotion.
16. SafeHaven must be notified in writing if there are any significant changes to the event/promotion once it has been approved. If circumstances warrant, SafeHaven may at any time direct you to cancel the event. You must agree to cancel the event, if so directed, and further agree to release SafeHaven and its officers, directors, employees and volunteers from any and all liability in connection with any such action.
17. SafeHaven of Tarrant County may direct the organizer to cancel the event if any of the above guidelines are not followed.

**Third Party Fundraising Application**

Name/Organization/Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Event/Promotion Description: Please include the number of anticipated guests, ticket prices, SafeHaven's specific program to benefit, if applicable), etc.

\_\_\_\_\_  
\_\_\_\_\_

What is your estimated total revenue for this event/effort? \_\_\_\_\_

What percentage of revenue will be used for expenses? \_\_\_\_\_

What percentage of proceeds (after expenses) will SafeHaven receive? \_\_\_\_\_

Please name any other charitable organizations that will benefit from this event/promotion:

\_\_\_\_\_

Will businesses be contacted for donations or assist in the event in any way? **Y N**

If yes, please list these prospects for SafeHaven to review to avoid duplicated efforts with business we might have already approached:

\_\_\_\_\_  
\_\_\_\_\_

Do you plan to use SafeHaven's name or program information in promoting the event? **Y N**

If yes, please describe, in detail, the materials you plan to create. Please attach copies and email jpegs/PDF of the event's logo and/or links to the event's site for promotion.

\_\_\_\_\_  
\_\_\_\_\_

SafeHaven staff must approve the use of our logo or inclusion of the SafeHaven name in advertising for your event. Third Party events must coordinate all advertising, public relations and other forms of media with SafeHaven staff before release of the event.

What other types of promotion do you plan to use? (radio, TV, Telemarketing, Posters, etc.)

\_\_\_\_\_

Please describe what assistance, if any, you are requesting from SafeHaven staff and/or volunteers.

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All Third Party Fundraising events are greatly appreciated; however, SafeHaven reserves the right to disapprove or cancel an event/promotion for any reason. Coordination with staff is crucial to a successful event.

I specifically agree to all the terms and conditions contained in the Guidelines for Third-Party Fundraisers attached to and made a part of this application. I understand that my event is not considered an approved event until written approval of my application is received from SafeHaven of Tarrant County. No amendment, modification or waiver of any of the terms and conditions contained in this document and the Guidelines for Third-Party Fundraisers shall be valid unless in writing.

At no time will SafeHaven of Tarrant County, or any representative of SafeHaven, be responsible for the cost, planning or staffing of my event, nor will they be liable for personal injuries or damages to property which may occur during my event/promotion. I agree to indemnify and hold harmless SafeHaven of Tarrant County and their employees, agents and representatives, from any and every claim, demand, suit and payment related to or caused by my event/promotion.

Print your name: \_\_\_\_\_ Date: \_\_\_\_\_

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please send all completed applications to:**  
Emily Hancock, Director of Donor Relations  
ehancock@safehaventc.org

Or mail to:

SafeHaven of Tarrant County  
Attn: Emily Hancock  
1100 Hemphill St, Suite 303  
Fort Worth, Texas 76104