



## Third-Party Event Policies

Safe Haven Baby Boxes Inc. (SHBB) encourages individuals and organizations to conduct fundraising events and donation drives to benefit its programs and services. Any individual or organization (outside of Safe Haven Baby Boxes Inc.) that organizes and hosts an event, promotion, sale, or donation drive on behalf of Safe Haven Baby Boxes Inc. is defined as a “third-party fundraiser.”

In order to enhance the success of third party fundraising events and to avoid conflicts with Safe Haven Baby Boxes donors, corporate sponsors, or other events already planned, the following policies must be observed:

### Application and Event Approval:

1. The third-party fundraiser must submit a Third-Party Event Application via email or mail to Safe Haven Baby Boxes Fundraising Department at least 60 days in advance of the proposed event date. If multiple events are proposed, a proposal must be submitted for each.
2. The application must be approved by Safe Haven Baby Boxes prior to any advertising or promotion of the event.
3. Safe Haven Baby Boxes Fundraising Department must be notified of any significant changes in the event after the application has been approved.
4. Safe Haven Baby Boxes may cancel a third-party event or disassociate with a third-party event at any time if these Third-Party Event Policies are not satisfied. The third-party fundraiser agrees to release Safe Haven Baby Boxes, Inc. and its officers, directors, and employees from any and all liability in connection with any such action.
5. Requests for third-party events will be considered on a case-by-case basis.
6. If Safe Haven Baby Boxes staff time, resources, or guest lists are requested, the third-party fundraiser must demonstrate - through a preliminary revenue and expense budget - minimum net revenue of \$1,000. Due to the large number of requests received, Safe Haven Baby Boxes is typically not able to provide staff to attend all fundraisers nor is it able to provide staff to coordinate volunteers but is happy to provide appropriate informational material for third party's use.
7. The third-party event organizer is responsible for all vendor agreements, contracts, insurance and necessary permits for the event. Safe Haven Baby Boxes will not assume any type of liability for a third-party event, including liability for any

injuries sustained by third-party event volunteers or participants related to an event benefiting Safe Haven Baby Boxes.

8. All sponsor solicitations for the event must be approved by and coordinated with Safe Haven Baby Boxes Fundraising Department prior to approaching any individual, corporation or foundation for this purpose.
9. Safe Haven Baby Boxes will not approve a third-party event if it requires the sale or endorsement of a product or service.
10. Third-party organizers of donations drives are encouraged to contact Safe Haven Baby Boxes Fundraising Department prior to beginning the drive to determine the organization's most critical needs. A Safe Haven Baby Boxes staff member will not be made available to organize or attend in-kind donation drives.
11. Safe Haven Baby Boxes retains the right to decline any event if it conflicts with its mission, fundraising efforts, or event calendar.
12. Safe Haven Baby Boxes will not approve a third-party event request if it promotes a political party, candidate or potential candidate.

#### **Financial and Legal Information:**

13. Third-party fundraising events must be financially self-sustaining without contribution from or financial risk to Safe Haven Baby Boxes. Safe Haven Baby Boxes will only accept the net proceeds of a third-party event. All third-party event expenses are the responsibility of the third-party event organizer and must be paid before net proceeds are given to Safe Haven Baby Boxes. Refunds or reimbursements of third-party event expenses will not be available after the net proceeds are given to Safe Haven Baby Boxes.
14. Third-party event organizers should not provide tax advice to third-party event contributors. Organizers should refer individuals to tax or legal counsel for information.
15. The third-party fundraiser may not keep any portion of the proceeds as profit or compensation for organizing the event.
16. The third-party fundraiser or anyone associated with the event cannot set up a temporary bank account in Safe Haven Baby Boxes name. Proceeds should be sent to Safe Haven Baby Boxes no later than 30 days following the event and should be mailed to Safe Haven Baby Boxes, PO Box 185, Woodburn, IN 46797 Attention: Fundraising Department.
17. Events must comply with all applicable federal, state, and local laws, including all laws governing charitable fundraising and gift reporting. Safe Haven Baby Boxes, Inc. may only issue tax receipts for checks made payable to "Safe Haven Baby Boxes" or donations paid online at [safehavenbabyboxes.com](http://safehavenbabyboxes.com).

## Advertising, Promotions, and Use of Name and Logo:

18. The third-party fundraiser must submit all publicity and promotional material containing Safe Haven Baby Boxes name and/or logo to Safe Haven Baby Boxes Fundraising Department for review and approval prior to publication and distribution of these materials. Please allow Safe Haven Baby Boxes staff ten (10) business days to review these materials. PLEASE NOTE: Third-party events that are approved by Safe Haven Baby Boxes will be advertised on Safe Haven Baby Boxes website.
19. The third-party fundraiser cannot advertise locations of future baby box installations and/or that funds raised will benefit a specific location.
20. The third-party fundraiser is responsible for its own marketing, including writing and distributing press releases, PSA's, Facebook postings, invitations, ads, etc.
21. Safe Haven Baby Boxes is the beneficiary - not a sponsor - of third-party fundraising events. Promotional materials that use Safe Haven Baby Boxes name should incorporate the following statement: "Proceeds to benefit Safe Haven Baby Boxes Inc."
22. The third-party fundraiser agrees not to use Safe Haven Baby Boxes' tax exemption in any manner or as part of the promotion of the fundraising event, nor will the third-party represent any rights or privileges of tax exemption to the public, (unless the third-party fundraiser has a separate tax-exempt status), nor will the third-party state that any portion of the purchase price for any goods or services at the event is tax deductible for charitable purposes.

For questions or more information on third-party events, please contact Mariah at 1-888-SHBB133 or Mariah@safehavenbabyboxes.com. Completed applications can be submitted via email at mariah@safehavenbabyboxes.com, or mailed to the below address:

Safe Haven Baby Boxes, Inc.  
Attn: Fundraising Department  
P.O. Box 158  
Woodburn, IN 46797

Thank you very much for your interest in supporting Safe Haven Baby Boxes programs and services!



## Third- Party Fundraising Application Form

1. Name of Person/company organizing fundraiser: \_\_\_\_\_

3. Contact person: \_\_\_\_\_

4. Phone: Day \_\_\_\_/\_\_\_\_/\_\_\_\_ Evening \_\_\_\_/\_\_\_\_/\_\_\_\_

5. Email: \_\_\_\_\_

6. Alternate contact person: \_\_\_\_\_

Phone: Day \_\_\_\_/\_\_\_\_/\_\_\_\_ Evening \_\_\_\_/\_\_\_\_/\_\_\_\_

Email: \_\_\_\_\_

7. Please give a brief description of the Event:

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

8. Date and time of event: \_\_\_\_\_

9. Location of event: \_\_\_\_\_

10. Please list all parties involved with the event (individuals, organizations, media, etc.)

11. Describe how the event will be publicized:

12. Estimated number of attendees/participants:

\_\_\_\_\_

13. How will the revenue be generated \_\_\_\_\_

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

14. Please attach a proposed budget for your event. Be as specific as possible.

15. What percentage of your estimated net proceeds will be contributed to Safe Haven Baby Boxes? \_\_\_\_\_

16. Why did you choose Safe Haven Baby Boxes as your event beneficiary?

\_\_\_\_\_

17. Please describe what assistance, if any, you are requesting from Safe Haven Baby Boxes staff and/or volunteers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

18. How would you like to be recognized: \_\_\_\_\_

\_\_\_\_\_

19. Please include any other pertinent information

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date & Signature of Third--Party Fundraiser

\_\_\_\_\_

(By signing above, I agree to comply with Safe Haven Baby Boxes third--party fundraising policy)

**Safe Haven Baby Boxes Use Only**

**Name of Contact Person for fundraiser** \_\_\_\_\_

**Date application received:** \_\_\_\_\_

**Approved** \_\_\_\_\_ **Declined** \_\_\_\_\_

**Comments(s)** \_\_\_\_\_

**Signature:**