



Third Party Event Policy & Guidelines

Thank you for your interest in hosting a Third Party Event for the benefit of Sherwood Autism Center. We appreciate your generosity very much!

Definition: Third Party Events are defined as those fundraising events conducted solely by individuals, groups or businesses other than Sherwood Autism Center. The following guidelines apply for every event proposed for the benefit of Sherwood Autism Center.

Once you have reviewed the guidelines, please complete the Third Party Event Application and submit it to: Rachael Gordon, Fundraising Manager, at rgordon@sherwoodcenter.org.

1. **Approval Required.** All organizers or sponsors of Third Party Events conducted on behalf of Sherwood Autism Center must be approved by Sherwood's Development Department. All requests for Third Party Events are recommended to be submitted at least 30 days in advance of the event to assure due consideration and response. Sherwood Autism Center reserves the right to seek additional information and clarification prior to approval.
2. **Materials and Publications.** In addition to approval to hold the event on behalf of Sherwood, organizers must also secure approval for the use of Sherwood's name and logo on all printed materials, websites, social media and publications. Drafts and mock-ups should be submitted to Sherwood's Development Department through the Fundraising Manager. Sherwood Autism Center cannot stress how important it is for the organizers to effectively promote and market their event, please do not rely entirely on Sherwood Autism Center to promote your event.
3. **Publicity.** Publicity and/or promotional materials may only state that an event is "sponsored by (your organization's name) for the benefit of Sherwood Autism Center." While Sherwood cannot provide funding or volunteers for your event, we will make efforts to promote and support it in the following ways:
 - Distribute information/flyers about the event to our staff, volunteers, and constituents through our website calendar, social media, and monthly e-newsletter.
 - Provide Sherwood Autism Center brochures and/or newsletters to have available at your event.
 - Schedule a tour and photo opportunity at our facility upon your request.
4. **Onsite Representation.** While we would love to personally attend each event being hosted on our behalf, we do have a limited number of staff and volunteers to act as event representatives. In order to protect the interests of our donors, **any third party fund raiser requiring Sherwood Autism Center staff time must guarantee a minimum of \$500.00 net proceeds to the agency.**
5. **Permits.** All proposed projects, subsequent agreements, contracts and necessary permits required by City Ordinance or otherwise will be the responsibility of the Third Party sponsor.

6. **Expenses.** Applicants will agree to assume responsibility for all expenses of the event and that Sherwood Autism Center will receive the net proceeds from the event within 30 days from the ending date of the event. Please make checks payable to Sherwood Autism Center.
7. **Financial Review.** In an effort to provide good stewardship of funds to our community donors, Sherwood Autism Center has the right to review the finances of the event.
8. **Privacy Policy.** Sherwood Autism Center cannot and will not disclose or release the names or contact information of our donors, adopters or business partners to Third Party Event organizers.
9. **Hold Harmless.** Sponsors of events will indemnify and hold Sherwood Autism Center harmless from any and all claims of any nature whatsoever arising out of, or in any way related to, the proposed event.
10. **Other.** Other elements described in the attached Third Party Event Application are incorporated as part of this policy.

Third Party Event Ideas:

- Go casual for Sherwood! For a suggested donation co-workers can wear jeans or other casual attire at the office.
- Do you own or manage a local shop or restaurant? Pick a day to donate a percentage of proceeds back to the Sherwood Autism Center.
- Sports events – Golf tournaments, Frisbee events or other sports-related events can be a lot of fun.
- Wish List drives at your business or other organization. We have a Wish List on our website with a wide variety of needs. Ask your friends or co-workers to help us check off our Wish List with a drive for Sherwood.
- Children can get into the giving spirit too! We welcome contributions from Girl or Boy Scout troops, youth and school groups who host Wish List drives, bake sales, or lemonade stands on our behalf.

Primary Event Contact: _____

Phone: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Secondary Event Contact: _____

Phone: _____ Email: _____

If this application is approved by Sherwood Autism Center, it becomes a binding agreement.

I represent and warrant that I am free to enter into this agreement, and I am not subject to any obligation or performance of all the terms and conditions under this agreement.

Authorized representative of sponsors:

Name: _____ Signature: _____

Date: _____

Sherwood Autism Center Representative:

Name: _____ Signature: _____

Date: _____