



LOCATED AT THE MARILYN KAPNER LEVIN CENTER FOR CHILDREN'S ADVOCACY AND CHILD ABUSE PREVENTION
AND THE ALLEN R. LEVIN FAMILY ADVOCACY AND EDUCATION WING

Third Party Fundraising Benefit Approval Guidelines

Gulf Coast Kid's House
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Thank you for contacting Gulf Coast Kid's House and offering to fundraise on our behalf. Gulf Coast Kid's House is a local not-for-profit that is governed by a Board of Directors.

Our Mission:

Facilitate the investigation, prosecution, and treatment of child abuse and neglect and promote child abuse prevention awareness through community education.

Our Goals:

- Provide a child-friendly facility to serve abused children and their families in a neutral environment.
- Minimize trauma to child abuse victims by streamlining the intervention process.
- Develop formal, comprehensive, multi-disciplinary responses to child abuse, which will meet the needs of both child victims and their families.
- Educate the community of child abuse issues and enlist support to help prevent child abuse.

The success of GCKH is determined by our success in operating as a unified team. We must earn the trust and respect of our clients, donors and partner agencies every day in order to provide the best outcomes for abused and neglected children in Escambia County. We promote and operate in a culture of trust and integrity.

We could not do what we do in the community without our loyal volunteers. We rely heavily on friends and local organizations who conduct fundraising events on our behalf. They help raise the funds we need to serve families who have been victimized by child abuse.

Please read and fill out our fundraising guidelines as fully as possible and return them to us. If you have any questions or need assistance please contact Megan Chapman, Outreach & Development Director of Gulf Coast Kid's House at 595-5783 or at outreach@gulfcoastkidshouse.org Once your event has been approved you will be sent a copy and will be given instructions on how to download our trademarks and logo's to use as you advertize your event.

Thank you!

BENEFIT APPROVAL POLICY GUIDELINES

Gulf Coast Kid's house (GCKH), is grateful to be the beneficiary of special fundraising events or projects by generous individuals, groups, and organizations.

Due to our small staff, GCKH cannot guarantee staff, volunteers, or resources at all third-party fundraising events. All required staffing and resources should be included and discussed in the Benefit Approval Form to ensure a successful event.

Any endeavor which requires that Gulf Coast Kid's House solicit its donors or Board of Directors to make or solicit purchases will not be accepted.

General responsibilities and expectations to ensure a successful event are included below:

- GCKH
 - Cannot be responsible for holding funds raised for events and remitting payment to event vendors for third-party fundraisers.
 - Must be indemnified and held harmless from any and all claims that may arise as a result of this event.
 - Will allow use of logo and name ONLY in regards to the event in question
 - Will assist with event promotion through social media and our website, as appropriate. We are a very small staff, so please be patient! Events that include alcohol and/or are first year events, may be promoted less.
 - Will not provide client family/children names and or photos for promotion.
- Sponsor/Organization shall:
 - Complete and return the Benefit Approval Form at least two weeks prior to your event. This will allow ample time for GCKH to review and approve the event.
 - Provide any advertisements or press releases for GCKH approval prior to their release.
 - Include the amount or percentage of monies donated to GCKH should be included in all advertisements. Ie: a portion of proceeds, or all proceeds.
 - Comply with all necessary local or government regulations. This includes, but is not limited to, registering with the appropriate agencies, purchasing insurance, and following any rules of disclosure currently required by the IRS, and required licenses or permits.
 - Assume full obligation and responsibility for the payment of all expenses in connection therewith, without regard to the amount of funds collected for the event.
 - Obtain liability insurance, naming GCKH as an additional named insured, to protect GCKH from any and all claims that occur or arise from the event.
 - Deliver proceeds to GCKH, promptly after the completion of the fundraising event.

This agreement shall not establish a joint venture, partnership, franchise, or other like relationship between the parties to this agreement. This agreement shall be construed under the laws of Florida. All parties hereto agree that Escambia County, Florida is the exclusive venue for a court of competent jurisdiction to hear any matter arising from this agreement.

OUTSIDE EVENT APPLICATION FORM

Name of organization/Sponsor

Contact person

Address

Phone # _____ Email address _____

Brief description of proposed event, including location:

Date of event _____ Hours of event _____

What promotional events are planned? GCKH may be able to assist.

Admission charge Y / N, Amount \$ _____

Expected number of guests _____

Manpower (GCKH cannot guarantee volunteers/staffing)

Expected # volunteers _____ Expected volunteer # volunteer hours _____

How and where are tickets to be sold/donations to be collected?

Will the event benefit other organizations? Y / N Names of other organizations:

Other way(s) in which funds will be raised:

Expected donation to Gulf Coast Kid's House \$ _____

Post Event

Check Presentation or Speaking Engagement

Speaker Required? Y / N

PR Required? Y / N

Date of Presentation _____

Number of Persons expected _____

Materials, if needed?

Other Details:

I have read the attached Benefit Approval Guidelines of Gulf Coast Kid's House. I agree to comply with all guidelines.

Signature of contact person

Date

For GCKH Office Use

Approved by

Date