



THIRD PARTY EVENT GUIDELINES

On behalf of the families we serve, Respite Care would like to thank you for your support! We are very appreciative that you have chosen our organization to benefit from your event. We are excited about your commitment to coordinating an event that is fun, safe and a positive experience for everyone involved. Respite Care is responsible for maintaining a reputable standing to the public and the Internal Revenue Service. The following guidelines are in place to ensure compliance and that our mission and ability to continue providing care to children with developmental disabilities in Larimer County is always first priority. Therefore, all fundraising activities must meet the following requirements to be considered for approval.

We define a “Third Party Event” as a non-affiliated individual or group, non-commercial and non-profit entities, who raises funds to benefit our organization. Respite Care is not responsible for any fiduciary responsibilities, liability, or providing staff or volunteers to assist with third-party events.

How Respite Care can help:

- Respite Care will provide banners, sign boards, brochures etc. upon request, to be displayed at your event.
- Respite Care will promote the event through our social media postings (Facebook, Twitter, Instagram), on our “Third Party Events” portion of our website and will include in any timely newsletters.
- Please electronically submit any promotional announcements mentioning Respite Care to lauren@respitecareinc.org so that Respite Care can announce to our staff, parents and contacts as appropriate.
- We would love to host a private **“Respite Revealed Tour”** or bring a **“Tour-In-Box”** with light refreshments to your company or event participants prior to the event to give those involved the opportunity to learn more about our programs and services.

Expectations:

- Respite Care hosts two main annual events: our Perennial Lunch and Respite Holiday Ball. As such, we are unfortunately unable to take on, manage and recruit attendance for Third Party Events. We appreciate your understanding of our limitations in involvement, and are beyond grateful for your dedication to our mission and those we serve!
- Affiliation with Respite Care must be made prior to the event and this agreement must be signed by both parties in a reasonable time frame prior to the event.
- Respite Care believes that a child with a disability is a *child first*, and that his or her *challenges are secondary*. Therefore, we ask that all promotions and advertisements utilize

this People First Language. Instead of “disabled child”, rather say “child with a disability”. For more information: <http://www.disabilityisnatural.com/explore/people-first-language>

- The Respite Care name and logo must be displayed in proper format (no egg-shaped or stretched logos, etc). Respite Care will provide proper logos.
- All promotional material including but not limited to, advertising, letters, brochures, flyers and press releases must be approved by Respite Care prior to distribution. Promotion and/or advertising cannot be purchased with Respite Care funds.
- Due to time and budget constraints, Respite Care may be limited in the number of volunteers or staff provided to assist in the event. This is up to the event organizers to arrange. We are happy to help promote the event to our contacts, through all of our social media outlets, and submit a copy or a press release to our media partners, and be present at the event as we are able.
- In the event of a cancellation or date change, please notify us as soon as possible so we can let our contact know the change in the event plans.

Details:

Respite Care is dedicated to helping our families with children with developmental disabilities. Therefore, we maintain the highest ethical standards and positive affiliation with the organizations we conduct business with and ask you to exercise good judgment by not participating in the following conduct:

- If alcohol is served, it must be consumed moderately and responsibly
- No drinking and driving or underage drinking
- No sexually explicit material
- No drug use
- No unsupervised children
- Respite Care does not have the resources to sell or promote tickets, gift cards or merchandise or to solicit for donations and services
- Respite Care reserves the right to withdraw from the event/promotion at any time.
- Respite Care reserves the right to decline association with any organization when it believes that such association may have a negative effect on the credibility of Respite Care.
- Respite Care is not liable for any accidents or injuries that may occur. Respite Care will not extend liability insurance

Third Party Event Guidelines Acknowledgement of Receipt:

Name (please print) Company (if applicable)

Signature Date

For more information, please contact Lauren Whynott, Development Director: 970.207.9435 or Lauren@respitcareinc.org

www.RespiteCareInc.org

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