



### Third Party Event Policy

To achieve our mission, Dear Jack relies on gifts from a variety of sources. Events planned by individuals, companies, and community groups benefiting Dear Jack provide vital sources of annual operating funds. If you are interested in hosting a fundraising event supporting Dear Jack, please review the following guidelines and complete our [Third Party Event Application](#).

#### Event Guidelines

- All fundraising events for Dear Jack require specific, written approval from Dear Jack in advance (email is okay).
- You will receive an official email from Dear Jack authorizing your event and use of our name and logo once we have received written notice of your event. No printing or advertising may take place prior to the official letter of approval.
- Events should reflect the appropriate public image for Dear Jack.
- Dear Jack must review all promotional materials before use.
- Upon request of trademark use, all promotional materials on which said trademark are used are subject to pre-approval by Dear Jack. "Trademark" includes, but is not limited to: "Dear Jack Foundation", the Dear Jack and Raise Your Voice logos, and any taglines.
- Dear Jack cannot endorse fundraising events or products. Promotional materials shall state that "Proceeds will benefit Dear Jack Foundation."
- Your event should follow standard practices set by the Better Business Bureau which state that any promotional materials should clearly disclose what portion of the donation will be given to Dear Jack whenever possible.
  - *Example:* If you sell tickets for a spaghetti dinner at \$5 each and you spend \$2 for the actual dinner and/or advertising, you could write one of the following disclaimers; "\$3 dollars of the purchase price will be donated to Dear Jack" or "60% of the purchase price will be donated to Jack."
- Fundraising events must comply with relevant national, state and local laws.
- You understand that under the law, you must purchase any items for your event and pay the appropriate tax. You may not use Dear Jack's nonprofit status for purchases. You may not open accounts, banking or commercial, in the name of Dear Jack.
- Your event should follow all local and CDC health and safety COVID guidelines if in person or be hosted virtually in order to protect event guests and the general public from the spread of coronavirus.
- You understand that anyone providing you or your organization with funding will not receive any receipt from Dear Jack for tax deductions unless they give directly to Dear Jack.
- If circumstances warrant, Dear Jack may at any time cancel an event or opt out of association with an event. Dear Jack will incur no liability for any such cancellations.
- Proceeds along with an event summary and detailed accounting will be delivered to Dear Jack within 30 days of the closing date of your event.
- Annual events will register each year for approval.
- For transparency and fairness, Dear Jack does not have the capacity to promote your event.
- If possible, a Dear Jack representative (staff, board member, program alumni) may be able to attend the event but this is not a guarantee. We are a small team with limited capacity. Thanks for understanding.

[Click Here to Complete the Third Party Event Application](#)