



Third Party Fundraising Guidelines

By taking on a third-party project, one assumes the responsibility of creating a successful event without a significant level of assistance from St. Francis Community Services (SFCS). We currently have several major events and fundraising appeals each year that, to complete successfully, require total dedication of all staff and resources.

The nature of third party events limits us because we cannot schedule them, budget for them, or predict a reliable source of revenue from them. Therefore, we generally must reserve the resources we have for our own events and fundraising efforts, which we can schedule, budget, and depend on for reliable annual revenue.

General Guidelines:

- A Third Party Information Form must be submitted to determine if the event/campaign is within SFCS guidelines, and feasible within its existing calendar of activities.
- Third-party fundraising events must be fully executed by the third-party fundraiser(s). SFCS staff is available to provide fundraising coaching and recommendations during your planning process. However, due to limited staff resources, SFCS staff cannot plan or promote third party fundraising events.
- St. Francis Community Services, any of its Board Members, or staff reserves the right to cancel the event at any time. SFCS will incur no liability for any such cancellation.
- SFCS will not associate with businesses or individuals known to conduct themselves in a manner incompatible with our mission. Should this issue arise, it will be resolved by the Executive Board of Directors.

Financial Guidelines:

- Third-party fundraising events must be financially self-sustaining without contribution or financial risk from St. Francis Community Services. SFCS will only accept the net proceeds from a third-party fundraising event. All third-party fundraising event expenses are the responsibility of the third-party fundraiser and must be paid before the proceeds are given to SFCS. Refunds or reimbursements will not be available after the donation made is SFCS.
- Third-party fundraisers must fully and truthfully state the portion of the proceeds that will be donated to SFCS in all advertising, promotions and in all contact with donors, sponsors and participants. (For example: 50% of profits, one-time donation of \$1,000, or all proceeds).
- The third-party fundraiser is responsible for all vendor agreements, contracts, insurance and necessary permits for the event. SFCS will not assume liability for a third-party event.

Charitable Giving Guidelines:

- Unless your organization is a registered non-profit entity, donations made to it are not tax deductible.
- Donations made directly to a third-party event can be used to cover the event's expenses, but are not tax-deductible.
- A donation solicited on behalf of SFCS is fully tax deductible only when it is made directly and entirely to SFCS, as we are the only agents who can verify that such a gift was made, and the nature of the gift, to the IRS. Donors wishing to receive a tax acknowledgment letter should provide their donation via check or online.



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Marketing & Promotions Guidelines:

- SFCS is not a sponsor of third party fundraising events and should be listed as a “beneficiary” on all promotional materials.
- Third-party event fundraisers are authorized to use the SFCS logo available from the Director of Development.
- The third party fundraiser is responsible for all marketing, including writing and distributing press releases, PSA’s, Facebook postings, invitations, ads, etc.

Due to the number of requests we receive, SFCS cannot:

- Promote your event in our e-newsletter
- Set up and man a booth at your event
- Distribute posters or literature for your event
- Supply client families for your event

For more information on hosting a third party fundraiser, visit www.sfcstl.org/thirdparty or email sfcs@ccstl.org.