



## **Third Party Fundraising Event Policy**

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### **Mission & Purpose**

The Open Door Mission is a Christian Rescue Mission founded to provide for the spiritual and physical needs of the impoverished and homeless men, women and children of Rochester, New York by restoring hope and changing lives.

The Open Door Mission establishes and maintains programs and ministries that address the physical, social, and spiritual needs of the poor. ODM provides for:

- Physical needs by providing shelter – from emergency to long-term – food, clothing and other necessities.
- Social needs by providing an array of services including mentoring, education, work therapy, life-skills training, special events, and special programs designed specifically to address the challenging needs of men, women and children.
- Spiritual needs by offering Christ-centered spiritual help through various means including Bible studies, support groups, discipleship programs, and chapel services.

### **Policy Purpose**

The Open Door Mission feels extremely honored that we frequently have individuals and groups who are interested in raising money to help the people we serve. We count on third party fundraising to support the Open Door Mission and all the services that we provide to the community. As a nonprofit 501(c) (3) and religious organization, Open Door Mission has a responsibility to ensure that our name is properly used, funds are accounted for appropriately, and fundraising is conducted in a manner that is consistent with our values. All fundraising events for Open Door Mission require permission in advance. Fundraising events must comply with all local, state and federal laws and be consistent with the Open Door Mission's mission and values.

### **Event Promotion and Usage of Open Door Mission's logo**

- The third party/group/organization holding the event must clearly represent themselves as third party fundraisers, rather than employees of Open Door Mission.
- Open Door Mission's logo is trademarked and cannot be reproduced without written permission.
- Open Door Mission, in its discretion, can promote third party events, when appropriate, through its communication channels.

### **Event Language**

All promotional materials must be clear that the event or fundraiser will be for the benefit of the Open Door Mission. Suggested language "All proceeds will benefit the Open Door Mission, Inc." or "50% of the ticket price

will be for the Open Door Mission, Inc.” The event coordinator will be responsible for determining the value of the goods and/or services that participants may receive and shall comply with the applicable laws.

### **Financial Guidelines**

- If the event expenses are greater than the total collected, the group conducting the event is responsible for payment of these additional expenses.
- Open Door Mission sales tax exemption (on purchase) cannot be extended to any third party event or fundraising effort.

### **Sponsorship**

- Open Door Mission cannot solicit sponsorships, or in-kind sponsorships, for any third party fundraising event.
- Open Door Mission does not provide donor contact information.
- Open Door Mission does not accept gifts from companies whose products or services do not support our mission.

### **Liability and Changes**

Open Door Mission is not involved in organizing the event, the sponsors agree to indemnify and hold Open Door Mission harmless from any and all claims and liabilities in any way related to the event.