



Realities for Children Charities

308 East County Road 30, Fort Collins, CO 80525

(970) 484-9090

www.RealitiesForChildren.com

Hello!

On behalf of the youth we serve, Realities For Children would like to thank you for your support of children in Larimer County who have been abused or neglected. We are so appreciative that you have chosen our organization and the children we serve to benefit from your event. It's exciting to hear of your commitment to coordinating an event that is a fun, safe and positive experience for everyone involved. Below are some Guidelines to ensure that all matters are addressed prior to your event. Once again, we appreciate your efforts and dedication toward making a difference in the lives of local children in need.

As our name and tax-exemption benefits are used in the course of most third party events, it is essential that these events are approved by our office. This eliminates concerns of fraud or misrepresentation of the event's purpose, as well as helping us to best partner with you in your event's success.

Please take a moment to read through the Guidelines below, and fill out the Application form for approval so that we may partner with you in the most efficient and informed manner. If you have any additional questions after reading through this document, please don't hesitate to reach out to me.

You'll also see the AGREEMENT page enclosed that requires your signature. You can complete, sign, scan and email that back to me to get things started. We look forward to hearing more from you on all the fun and exciting things you'll be working on!

Thank you again,

Mehgan Castor
Community Event Coordinator
Realities For Children Charities
970-484-9090 x106

Third-Party Event Guidelines

What it is:

At Realities For Children Charities, we focus on the business of EVENTS. We create and host five major annual events each year called our **Premier Events**. We also host 3-4 Annual **Distribution Events** where we are giving donated items to the children we serve. We underwrite and support over 30 **2nd Party Events** throughout the year that are hosted and managed by our 39 Partner Agencies. And lastly, we are blessed by generosity in our community, with the kindness of businesses and individuals who tell us that they'd like to host an event for the primary purpose of benefitting Realities For Children!

This is what we call our **Third Party Event**, when an outside, unaffiliated person or organization is envisioning, creating, hosting and managing an event on our behalf. It's wonderful and we give our branding support, our personnel in attendance when possible, and our marketing materials as needed. *Thank you* for being among the kind-hearted community members dedicated to serving the most vulnerable members in our community: The children in Larimer County, who have been abused, neglected or who are at-risk or abandoned.

Requirements:

- The hosting company who is creating the Third Party event must present a proposal (see the proposal form enclosed below) to be signed by both parties at least one month prior to the event.
- Ideally, 100% of all proceeds will benefit one or more Larimer County non-profits, one of which must be designated as Realities For Children Charities.
- Affiliation with RFC and intended donation structure must be made prior to the event.
Example: 'x percentage of sales' or '\$5 per transaction' will be benefitting Realities For Children...
Host must clearly state what their allocation to Realities For Children will be, in advance of the event.
- The RFC name and logo must be displayed in proper format (i.e. no egg-shaped or stretched out logos, etc.). Please contact meg@realitiesforchildren.com to obtain appropriate logos via email.
- All marketing materials with our logo should be submitted via email to Meghan before the event for required approval. (RFC is happy to help in distribution of materials and promotion of event).
- RFC will supply banners, sign boards, brochures, etc. upon request.
- You may request that an RFC representative attend your event and we will put out a request to our staff and Ambassadors. However, due to workload, schedules and the small, part-time nature of our staff, we cannot promise attendance.
- Realities For Children staff members will not be required to sell tickets, accept payment, or manage your event. Your event will be completely created, hosted and managed by the hosting organization and their volunteers or staff.
- In the case of event cancellation or date change, please notify us as soon as possible, so we can let our contacts know the change of plans.
- Children must be supervised by an adult at all times.

Realities For Children is dedicated to helping our community's abused, neglected and at-risk youth. Therefore, we strive to maintain the highest ethical standards and positive affiliation with organizations we conduct business with. Therefore, we ask you exercise "good" judgment and conduct in the following areas:

- Alcohol must be consumed moderately and responsibly.
- No drinking and driving, or underage drinking.
- No sexually explicit material.
- No nudity or inappropriate clothing (i.e. thong bathing suits, etc.)
- No drug use.

RFC reserves the right to withdraw from the event/promotion at any time

Benefits:

- Due to the support of our 250 Business Members, we are able to ensure that 100% of the dollars you raise at your event will directly benefit abused and at-risk children locally.
- We are a collaborative organization that partners with 39 local non-profit and government organizations who serve children, so your funds will not be designated to one specific agency, but rather distributed to the entire demographic of abused and at-risk children locally, when it is needed most.
- If you prefer, you can designate how we use the funds raised by your event.
- RFC is able to assist in marketing and cross promoting your event on a limited level:
 - Inclusion in our email newsletters, depending on timing and space availability.
 - Inclusion on our social media platforms.
 - Distribution of your posters and promo materials at our office.



Application for Third Party Fundraiser

Third party fundraising events are essential to our continued growth and community outreach, as well as to our extended reach in service to local youth. When an individual, organization, business or group decides to host a fundraising event, we are able to increase the scope of our mission, as well as increase emergency funding for the abused and neglected children we serve. So again, thank you for your generous offer of a Third Party Event for RFC.

Please fill out the information below, and print/scan/or save, then email to meg@realitiesforchildren.com. Thank You!

Contact Information

Name: _____

Business (if applicable): _____ Phone number: _____

E-mail address: _____

Street address: _____

Website: _____

Facebook Page: _____

Event Information

Name of Event: _____

Description of Event: _____

Location: _____ Date: _____ Time: _____

Will there be alcohol served at your event? YES NO

How will you promote this event? _____

How many guests do you anticipate at this event? _____

Would you like RFC to help promote your event? YES NO

Would you like to request a representative from RFC attend? YES NO

During what time period would you like this representative present? _____

Would you like some RFC Marketing Materials at your event? _____

Are you donating ALL proceeds or a PERCENTAGE of sales? If a percentage, what will that percentage be?

Your offer to Realities For Children must be clearly stated in all promotional materials, social media, and at the event, so please outline here how you'll be explaining the donation, percentage or structure of your proceeds to benefit RFC: _____

If there is anything else you feel we should know about this event, please use the space below:

Please sign below and submit it to us 30+ days prior to your event. We will review, and if approved sign and return for your records with both signatures. Again, if you have any questions, concerns, suggestions or feedback please contact Meghan Castor at meg@realitiesforchildren.com or 970-484-9090 x106.

I have read the Guidelines, Benefits and Overview relating to my organization hosting a Third Party Event to benefit Realities For Children. I understand all requirements of my organization in these efforts and while having a wonderful time at our event, will uphold the standards and brand of Realities For Children Charities.

Event Host Signature

Date

 We have reviewed all of the information submitted to us by the Event Host, and approve this Third Party Event! Thank you and have a wonderful time at your event.

Meghan Castor - Realities For Children Charities

Date

Notes: