



How to Host a Fundraiser Benefiting Family Services of Tulare County

Thank you for your interest in hosting a fundraiser to support Family Services of Tulare County. We are so grateful for the individual and corporate donors in our community who make our work possible. Donations to Family Services further our mission to *help children, adults, and families heal from violence and thrive in healthy relationships*. The credit for this work belongs to our donors as much as it belongs to us. Thank you for your generosity and desire to give back!

Please read through the guidelines below before completing the attached form. Once completed, you can mail, fax, or e-mail the form to our office using the contact information below. Once we receive the form, we will review and consider it for approval within one week. We are more than happy to assist you with any questions as you fill out the form.

Thank you again for your support of our mission. Together, we are improving our Tulare County community...one parent, one child, and one family at a time.

Sincerely,

A handwritten signature in black ink, appearing to read "Erica Tootle", is written over a light gray rectangular background.

Erica Tootle
Director of Development

Community Fundraiser Contact Information

Family Services of Tulare County
Attn: Director of Development
815 W. Oak
Visalia, CA 93291
phone: (559) 732-1970
fax: (559) 732-1987
e-mail: erica.tootle@fstc.net
website: www.fstc.net



Community Fundraiser Guidelines

Thank you for your interest in hosting a community fundraiser for Family Services of Tulare County! We are committed to helping you host a successful event on behalf of our agency. Please review the following event guidelines, then fill out and submit the Fundraiser/Event Application Form.

Complete the required paperwork for our approval.

In order to best support you in your planning efforts and to make sure we fully understand what you have in mind, we have an event application we will ask you to complete. We will respond to your event application within one week.

Event marketing materials must be reviewed by FSTC before production and distribution.

This includes, but is not limited to, all press releases, invitations, newsletter articles, flyers, posters, website and social media content, and advertisements. Please e-mail them to erica.tootle@fstc.net for approval.

If you plan to solicit sponsors, please inform FSTC of all sponsor requests before they are made.

Our community has so many generous corporations and individuals. We want to make sure that the same individuals and corporations are not constantly solicited on our behalf. If you are planning to solicit sponsors for your event, we would like to be aware of who you will be contacting before the request is made.

Investigate if you will need permits and/or insurance.

If you are planning an event, please allow time to secure any permits and/or insurance required.

Please be clear about what support you need from FSTC to plan and host your event.

We want to make sure we understand what you expect from us. If you will need printed materials about our agency or programs, a representative from the agency to speak, or help finding additional volunteers, please let us know well in advance.

Please understand our policies for community fundraiser costs and accounting.

All donations and event proceeds should be delivered or mailed to FSTC no later than 14 days after the fundraiser. Please let us know if donations will be coming in from several donors. Written accounting of the event must be available if requested. The amount or percentage of proceeds to be donated must be clearly communicated in all materials, so the public knows what portion of their funds will directly benefit FSTC. It is important to note that third party events are not official FSTC events, and therefore donors/sponsors will not receive a tax receipt or our Tax ID for their donation. The only donations we can provide a tax receipt for are ones that come to us directly. FSTC cannot underwrite any portion of a fundraiser or event, or be responsible for any expenditure related to a third-party fundraising event. FSTC will not incur any fundraiser-related costs. The event organizer will be responsible for all event costs.

Questions?

Please contact Erica Tootle, Director of Development, at (559) 732-1970 or erica.tootle@fstc.net.

Thank you so much for your support!



FAMILY SERVICES
SUPPORTING TULARE COUNTY

Community Fundraiser Application Form

Please complete this form at least **30 days** before your proposed event date, and return it to:

Erica Tootle, Director of Development

e-mail: erica.tootle@fstc.net | fax: (559) 732-1987 | postal mail: 815 W. Oak, Visalia, CA 93291

Date of Application: _____

1. Contact Information for the person organizing the event

Name: _____

Company name (if applicable): _____

Address: _____ Zip Code _____

Phone number: _____ E-mail address: _____

2. Event Information

Event Name: _____

Please describe the proposed event:

Proposed event date and time: _____

Proposed event location: _____

Estimated number of attendees: _____ Is this a public or private event? _____

Who will be invited to the event: _____

Will the event require insurance? If yes, can you provide it? _____



Please tell us what kind of involvement you may need from Family Services.

3. Fundraising Information

Proposed ticket price: \$_____

Other fundraising mechanisms planned:

Estimated revenue from the proposed event: \$_____

Estimated expenses from the proposed event: - \$_____

Estimated donation to Family Services: \$_____ (Revenue minus expenses.)

Will your donation be designated to a specific FSTC program? If yes, which one?_____

Will you be underwriting the event or looking for sponsors to underwrite it?_____

If you will be looking for sponsors, please list the sponsors you plan to approach.

4. Agreement

I hereby certify that I have not knowingly withheld information that might adversely affect FSTC's acceptance of my proposed community fundraiser and that the answers I gave are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that by filling out this application, I am not guaranteed approval from FSTC for my fundraiser or event. I will notify FSTC before approaching any sponsors and will submit all marketing and media relations materials to FSTC for approval before production or dissemination. I also hereby declare that all funds raised through this community fundraising event for Family Services of Tulare County will be delivered to the Family Services of Tulare County within 14 days following the conclusion of the event. I agree not to hold FSTC, its affiliates, officers, employees, agents, representatives, contractors and licensees responsible for any legal claims, losses, damages or expense that may arise as a result of this fundraiser/event.

Signature of Applicant

Date



FAMILY SERVICES
SUPPORTING TULARE COUNTY

Post Fundraiser/Event Form

After your event, please take a moment to complete this form and deliver or mail it with your donations within 14 days after your event to: Family Services of Tulare County, 815 W. Oak, Visalia, CA 93291.

1. Contact Information for the person organizing the event

Name: _____

Company name (if applicable): _____

Address: _____ Zip Code _____

Phone number: _____ E-mail address: _____

2. Event Information

Event Name: _____

Date and time: _____ Number of participants: _____

Location: _____

Please include a description of the fundraiser including a list of sponsors or other important partners:

3. Accounting

Event revenue: \$ _____

Event expenses: - \$ _____

Enclosed donation to Family Services: \$ _____ (Revenue minus expenses.)

If you have photos of your event, we would love electronic copies to post on our website. Please e-mail them to: Erica Tootle, Director of Development, at erica.tootle@fstc.net .