



Thirty Party Event Guidelines

Thank you for your interest in supporting the Lowcountry Food Bank by raising funds through your event and/or special promotion.

The Lowcountry Food Bank (LCFB) frequently receives requests from individuals and organizations to host special events, campaigns or contribute a portion of the revenue ("percentage of net proceeds") to us. We welcome these requests and have drafted the following to provide guidance for both the organization/individuals hosting the event (the "Third-Party") and the Lowcountry Food Bank.

Background:

Third-Party events are implemented by outside organizations for the benefit of the LCFB, with minimum to no assistance from LCFB staff.

The Lowcountry Food Bank utilizes this fundraising strategy to ethically and effectively generate resources for our programs, operations and the people we serve.

THIRD-PARTY EVENTS

- Depending on the nature of the event and number of participants, we may be able to provide educational literature and informational brochures for use
 - We cannot guarantee the presence of volunteers or staff at event locations
- All publicity and/or promotional materials released to the mass media referencing LCFB's involvement require advance approval of the Lowcountry Food Bank.
- The Third-Party will tender the percentage of net proceeds from the event due to the Lowcountry Food Bank within forty-five (45) days of the event unless otherwise specified.

CAUSE-MARKETING CAMPAIGNS

- The campaign needs to be promoted & conducted in a manner to avoid statement or appearance of LCFB endorsing any product, firm, organization, individual or services
 - Campaign advertising, promotion and associated materials should state the proceeds of the campaign "will benefit the Lowcountry Food Bank" but **should not** imply or state that LCFB is the host
- Collection of fees, entries, payments and all contributions must be made by the organizer or designated contact. If you collect checks payable to the Lowcountry Food Bank, please send the unendorsed check along with the net proceeds of the campaign
- Campaign advertising, promotion and press releases must be reviewed by a Lowcountry Food Bank staff member



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Agreement

Please email this form to Katrina Machado at kmachado@lcfbank.org to determine if the campaign is within the LCFB's guidelines and feasible within the existing calendar of activities. Once reviewed you will receive a signed copy.

Name of Organizer: _____

Address: _____

City, State, Zip: _____

Email: _____ **Phone:** _____

Campaign Description: Please provide details on type of campaign, date, venue, projected number of participants, etc.

Do you agree to terms stated on the previous page? Yes

Organizer Name (print): _____

Organizer Signature: _____ **Date:** _____

LCFB Authorized Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

As a thank you for hosting an event we may be able to:

- Promote on social media. If it does not fit in LCFB's schedule we will do a #ThankfulThursday post
- Host a check presentation at the Lowcountry Food Bank.