



Third Party Events Policy

Sunflower House is grateful for the opportunity to be chosen as a recipient for fundraising events held by community members and organizations. These events give us the chance to inform the community about our important services as well as raise much-needed revenue for our mission.

Third Party Event Proposal:

In order to make these events as successful as possible, Sunflower House requests that potential event planners complete an event proposal and submit it to the Director of Resource Development for approval. This will ensure Sunflower House staff has the time and resources to assist event planners to make the event as successful as possible.

Sunflower House Name and Logo:

Any use of the Sunflower House logo, name and endorsement for event promotion must be approved by Sunflower House staff. The use of said logo must be congruent to the established style and brand guidelines.

“Sunflower House” cannot be used in the title of the event, but may be identified as the beneficiary of the event.

Financial Guidelines:

The event organizer is solely responsible for event expenses (except for events done by official Sunflower House volunteers groups).

The public shall be fully informed regarding the net amount that will be donated to Sunflower House from the event. If less than 100% of the net proceeds will be donated, the actual percentage shall be disclosed to potential donors and participants.

Event Planning and Execution:

The planning and execution of the event is the responsibility of the event organizer.

Sunflower House staff is happy to provide the following to assist with the event on a case by case basis:

- Sunflower House marketing materials and banners
- Event promotion through e-news or website
- Staff to attend the event or check presentation
- Tax-receipt to donors for participants who make checks payable to Sunflower House.

[Except for official Sunflower House volunteer groups] Sunflower House staff is unable to

- Provide funding or reimbursement for expenses
- Extend our tax exemption to your organization
- Assume any type of liability for your event
- Provide insurance coverage
- Provide mailing lists of donors, vendors, board members or employees
- Solicit funds or auction items for your event