



Event Interest Form For Third-Party Events

Today's Date: ____/____/____

Name of Group/Company Planning Fundraising Event: _____

Description of Event _____

Contact Name for this Fundraising Event: _____

Mailing Address: _____

City _____ St _____ Zip _____

Date of Event ____/____/____

Email Address _____

Time of Event _____

Phone: Work (____) _____

Address _____

Other (____) _____

City _____ State _____ ZIP _____

How funds will be raised _____

Signature of Applicant _____

Printed Name of Applicant _____

We approve of this event on behalf of Mount Saint Vincent

Kay Mcdowell Director of Development

Your event's advancement contact is:
 Kay Mcdowell Angela Frederick

Please retain a copy of this form for your records.
Thank you for your support of Mount Saint Vincent
This form may be mailed or e-mailed to kmcdowell@msvhome.org
Mount Saint Vincent * 4159 Lowell Blvd.; Denver, CO 80211
303-458-7220 * www.msvhome.org



THIRD PARTY EVENTS FUNDRAISING GUIDELINES

When a person, family or company wants to put on an event raising funds for our work with children at Mount Saint Vincent (MSV), we're delighted to have the support for our mission. Here are some guidelines to follow which will help you help our work.

1. Contact Kay Mcdowell at our Advancement office to start the process, ph. 303-458-7220 x346, kmcdowell@msvhome.org. Call or email her detailing what you would like to do; we need to put in writing and sign an agreement with you early in your planning.
2. Please allow us to approve any materials you want to print before printing them. Identify MSV as a beneficiary, not a sponsor or partner: "Our (Run, Party, Tournament) benefits Mount Saint Vincent."
3. All events need to comply with laws governing charitable fundraising, so check with local authorities about permits, road closures, canopies, raffles, large crowds, etc. You may need insurances, security, paramedics, liquor licenses, etc.
4. If it's an athletic or sporting event, please assure the safety of all participants.
5. Send the net proceeds raised at the event to your MSV Advancement contact, with checks made out to Mount Saint Vincent. Do not open any bank accounts bearing our name.
6. Use your own community or corporate connections for prizes and underwriting sponsorships. Ask for these in the name of your own organization, not Mount Saint Vincent.
7. Any products or items sold at the event or entities underwriting it need to be consistent with the mission of the agency. If you like, we can give you a MSV material to give out.
8. We will talk with you about how to use our logo, but we can't give you access to mailing lists of donors or supporters. No photos of our children are allowed for their safety.
9. We want to help with general guidance, but can't give financial, administrative or logistical help for third party events.
10. If you want to host the event more than once, talk with us about it each time, please.

We have a simple form we're asking you to fill out so we're both on the same page about the event. We're grateful for all the help and assistance you give us in our healing and teaching of these children, and hope you will find these guidelines helpful. Thank you for time and generosity.