Third-Party Fundraising Policies

Mount Saint Vincent (MSV) encourages individuals and organizations to conduct fundraising events and donation drives to benefit its children and services. Any individual or organization (outside of MSV) that organizes and hosts an event, promotion, sale, or donation drive on behalf of MSV is defined as a "third-party fundraiser."

In order to enhance the success of third-party fundraising events and to avoid conflicts with MSV's donors, corporate sponsors, or other events already planned, the following policies should be observed:

- All events must submit an application to MSV's Development Department no less than two weeks prior to the proposed fundraising event.

- Upon approval, a member from the Development Department will contact the organizer. No one outside of the Development Department may enter agreements or contracts on behalf of MSV. On approval of your event application, the policies become a part of your agreement with MSV, and you will be responsible for complying with them.

- MSV will only accept the net proceeds of a third-party event. All third-party event expenses are the responsibility of the third-party event organizer and must be paid before net proceeds are given to MSV. MSV will not provide funding or reimbursement of any expenses related to your event.

- Proceeds should be sent to MSV no more than 30 days after the event and should be mailed to Mount Saint Vincent, 4159 Lowell Blvd, Denver, CO 80211 to the attention of the Development Department.

- You may not use the MSV name or logo or otherwise indicate to the public that an event is being held for the benefit of MSV without prior approval of an authorized representative of MSV.

- MSV reserves the right to review and approve in writing all promotional materials including, but not limited to, advertising, social media, letters, brochures, flyers, and press releases prior to production or distribution.

- MSV is the beneficiary – not a sponsor – of third-party fundraising events. Promotional materials that use MSV's name should incorporate the following statement: "Proceeds to benefit Mount Saint Vincent."

- In order to coordinate fundraising activities, you must provide us with a list of targeted sponsors for your event before they are approached.

- The third-party event organizer is responsible for all vendor agreements, contracts, insurance and necessary permits for the event. MSV will not assume any type of liability for a third-party event, including liability for any injuries sustained by third-party event volunteers or participants related to an event benefiting MSV.

- MSV retains the right to decline any event if it conflicts with its mission, fundraising efforts, or event calendar.

- MSV will not approve a third-party event request if it promotes a political party, candidate or potential candidate.

- MSV may cancel a third-party event or disassociate with a third-party event at any time if these Third-Party Fundraising Policies are not satisfied.

Third-Party Fundraiser Application

Application instructions: Please fill out and send the completed form to cisaacks@msvhome.org. Please allow 5-7 business days for a response. Please note that use of our logo and all promotional materials (flyers, press releases, marketing collateral, etc.) must be reviewed and approved in advance by Mount Saint Vincent.

EVENT ORGANIZER INFORMATION:

Name of Contact:

Address:

City: State: Zip:

Telephone: Email:

Name of Organization or Company *(if applicable)*:

Address:

City: State: Zip:

EVENT INFORMATION:

Name of Event:

Event Date: Event Time:

Address of Event:

City: State: Zip:

Event is: __Open to the Public __By Invitation __Ticket Price $:

What is the anticipated amount to be raised from the event?

What is the projected attendance?

Briefly describe the event:

Signature: Date: