



### **Third Party Event Policy**

Thank you for your interest in hosting an event to benefit Camp Kudzu. We are very grateful that you wish to support Camp Kudzu. Please follow the guidelines set forth below as you plan your event and please sign on page two that you accept these responsibilities. A fundraising event or project hosted by camper families, volunteers, or other community members to benefit Camp Kudzu should reflect Camp Kudzu's mission and good standing in the community. Each event or project should not include any aspect that would potentially detract from Camp Kudzu's goodwill in the community.

- 1) Community events and projects must be sanctioned by Camp Kudzu and must be approved every year thereafter. Please complete the accompanying application. Applications are due 6 weeks in advance of the event date.
- 2) If event expenses are greater than the money raised by the event, the event organizer is responsible for those expenses.
- 3) The solicitation of all corporate sponsors must be preapproved by Camp Kudzu to ensure there are no conflicts with other key event sponsorships or donors currently supporting the organization in other ways.
- 4) The event organizer must inform the public how Camp Kudzu will benefit from the event. If Camp Kudzu will not receive 100 percent of the net proceeds, an exact percentage or dollar amount must be stated on all related publicity.
- 5) If another organization will benefit from the event, the organizer must note that when applying to host an event.
- 6) Event proceeds are due to the Camp Kudzu office within 30 days of the completion of the fundraising event.
- 7) The event organizer must obtain any necessary permits, licenses, and insurance.
- 8) If circumstances warrant, Camp Kudzu may opt out as a beneficiary of the event/promotion at any time with no obligation.

- 9) In accordance with Georgia law, you may not conduct a raffle drawing as a part of your event without obtaining a raffle license. To obtain this license, you will need to contact your county's sheriff office.
- 7) Community events and projects must comply with the following:
- a. Companies with public images that would have the potential to compromise the goodwill of Camp Kudzu or conflict with the Camp Kudzu mission may not promote their products through advertising or other event exposure.
  - b. Sales-driven projects or projects that imply endorsement of a single product or service are not supported by Camp Kudzu. Camp Kudzu does not endorse products or services provided by other organizations.
  - c. All community fundraising projects that require promotional visibility (e.g., invitations, ads, fliers, brochures) must have approval by Camp Kudzu before using the Camp Kudzu name and/or logo.

**To support your event, Camp Kudzu can:**

- Send donor acknowledgement letters to sponsors and donors who have not received any goods or services and whose checks are written directly to Camp Kudzu.
- Approve the use of name and/or logo. (You must obtain permission from Camp Kudzu to use the Camp Kudzu name, and all materials with the Camp Kudzu name and/or logo also must be approved before they are distributed.)
- Provide a letter of support to validate the authenticity of the event and its organizers.
- Provide general Camp Kudzu promotional materials.
- Promote event through Camp Kudzu's usual means of communication with the community. Promotion beyond web site posting will be limited to events that plan to raise \$5,000 or more. The event organizer must provide Camp Kudzu with material four weeks or more prior to the event if the organizer wishes Camp Kudzu to assist in communications and promotion.

**To support your event, Camp Kudzu cannot:**

- Release mailing lists or any other contact information for the purpose of additional solicitation of funds by outside groups.
- Offer funding or reimbursement for expenses.
- Be responsible for selling tickets to your event.
- Guarantee that staff can attend your event or commit staff time for the planning of your event. Exceptions may be made on a case-by-case basis.

I understand the responsibilities listed above

---

Signature

---

Printed Name

---

Date