

Third Party Fundraising Guidelines

Thank you very much for your interest in making the Imagination Library of Denver (ILOD) the beneficiary of your fundraising efforts. We are so fortunate that community members choose to use their time, energy and effort to help raise funds to support our mission. To help make your fundraising event successful and enjoyable, and make best use of our staff resources, please fill out and submit the attached Third Party Fundraising Agreement.

Individuals, and organizations or any other entity seeking to enter into a third party fundraising agreement with ILOD hereafter will be referred to as the Third-Party Fundraiser. Proposals may be submitted by mail or online. We encourage questions regarding fundraising events; please contact Sara Randall, at (720) 443-1026.

Guidelines:

Third party events should be approved by ILOD, prior to the event.

- Any use of the ILOD name, logo, visual representation of ILOD animals or facilities must be approved by ILOD prior to the event.
- ILOD will not be responsible for expenses incurred by a third party fundraiser except if there is a written agreement to the contrary agreed and signed by both parties.
- Materials, including but not limited to press releases, public service announcements, electronic marketing, posters, brochures, flyers and tickets must be approved by ILOD prior to distribution.
- ILOD prohibits telephone solicitation by third parties.
- Approved Third Party fundraising events must be referred to as "benefitting Imagination Library of Denver." They may not be represented as "sponsored by", "conducted on behalf", or any similar terminology.
- ILOD will not be bound by any agreements that have not in writing and agreed upon prior to the fundraising activities.
- Third Party fundraiser agrees to obey all federal, state and local laws and regulations in promoting and conducting their event

Third Party Fundraising Agreement Event Name:

Description:

Date of Event:

Time of the Event:

Location:

Phone & Email:

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Organization name:

Contact person:

Expected number of guests:

What percentage of proceeds will be donated to ILOD?

Do you have a preference on how your organization is recognized?

Will the ILOD logo be used, if so in what manner?

Who will handle promoting the fundraising event?

Do you need promotional material?

By what Date

Are you expecting a ILOD representative?

Organizer's signature Date:

ILOD Rep's signature Date:

For any questions, please call at (720) 443-1026 Thank you so much for your help! We will email or call you within 1 week of receipt of form.

Please return this form:

Email to: Sara@imaginationlibrarydenver.org

By Mail to: Imagination Library Attn: Sara Randall PO Box 6233, Denver, CO 80203