

As a nonprofit organization, we are legally required to ensure that all third-party fundraisers conducted on our behalf comply with IRS regulations and the guidelines set by the Florida Department of Agriculture and Consumer Services. To help us meet these obligations, we ask for your support in following the guidelines outlined below:

1. The event must be appropriate to Suncoast Voices for Children's mission and preserve the SVC name.
2. All fundraising should be done on behalf of Suncoast Voices for Children Foundation Inc. and SVC's 501(c)3 may not be used to solicit donations.
3. All publicity must state what net proceeds or flat amount are being contributed to Suncoast Voices. Proceeds raised should be submitted to Suncoast Voices within 30 days of the event or activity.
4. The sponsoring group or organization will assume the cost of an event or activity.
5. Guests/participants/donors will not receive a letter of tax deductibility from Suncoast Voices unless donations are made directly to Suncoast Voices or the monies involved in the event are managed by Suncoast Voices. We will comply with all the rules as required by the IRS to report on the value of any goods or services received for a donation to a fundraising event.
6. If you would like promotional support from Suncoast Voices, this must be arranged in advance. Please note that while we're happy to assist where possible, we cannot guarantee media coverage or press release placement. All promotional materials must be submitted with ample lead time, and for privacy reasons, our mailing list cannot be shared.
7. Suncoast Voices reserves the right to approve the use of Suncoast Voices for Children's name and logo on all event or promotional material including but not limited to flyers, posters, promotion on websites and social media outlets. A suggested way of promoting a Third-Party Fundraising effort is: Funds raised will go to support (Third Party Entity's Name) efforts to help provide for the unmet needs of children that Suncoast Voices for Children serves.
8. Use of Suncoast Voices Staff to promote the event in media, websites, social media outlets, or printed material is at the discretion of the Executive Director.
9. Suncoast Voices cannot guarantee volunteers to support the event.
10. The event must comply with all municipal, county, state or federal laws/regulations.
11. The sponsoring group/individual should obtain at their expense all liability insurance that may be required in executing the event.
12. Day of Event support from Suncoast Voices is at the discretion of Suncoast Voices Executive Director.
13. You must agree to use the Suncoast Voices logo solely for the purpose of raising funds or in-kind donations for the specific event listed above. Any other use, including for future events or purposes not directly related to this fundraiser—requires prior written approval and submission of a new third-party agreement. Unauthorized use of the logo may result in legal action.

Liability and Cancellation:

- Third-party fundraiser organizer(s) shall obey all federal, state, and local laws and regulations relating to promoting and conducting their event(s), including fundraising rules and regulations, and all necessary permits and/or licenses.
- Third-party fundraiser organizer(s) will secure its own liability insurance for the event sufficient to cover any claim that may arise out of the event and hold Suncoast Voices harmless from any and all claims relating to third-party's benefit activities. Suncoast Voices will not provide liability insurance.

Due to the amount of time that is involved in creating and implementing a special event, it is our policy to have each organization or individual complete and sign the Third-Party Agreement to make sure that your goals are achieved and your time rewarded. Please return via email, as listed below:

Wendy Woolley, Development Director  
Email: [wwoolley@suncoastvoices.org](mailto:wwoolley@suncoastvoices.org)  
Phone: 561-512-0307

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Business/Organization Name : \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address : \_\_\_\_\_  
Phone Number : \_\_\_\_\_ Email: \_\_\_\_\_

IN WITNESS WHEREOF, the parties hereto have executed this agreement once both parties have signed.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Suncoast Voices for Children

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

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Title

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Date

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Date