**Voices for Children**

**Beneficiary Event Guidelines**

FY2017-2018



Thank you for considering Voices for Children (VFC) as a beneficiary of your fundraising activities! We appreciate your efforts in helping to raise money to ensure that abused, neglected, and abandoned children who have become dependents of the San Diego County and Riverside County foster care system will have a safe and permanent home and the chance of a normal childhood.

This packet contains:

1. **Background information** on VFC including its mission.
2. **VFC’s Policies and Procedures** for Beneficiary fundraising activities. Please review these policies and procedures carefully.
3. **Graphic Standards & Usage Policy** for reference as you market and publicize your event.
4. **A Beneficiary Proposal Form**. As soon as possible, this form should be completed and returned to Voices for Children.

Please note that although Voices for Children encourages Beneficiary Fundraising Events and is honored to be the selected beneficiary of other organization’s fundraising events, VFC’s Senior Vice President of Philanthropy must approve all events in advance. This is an important safeguard in preserving the integrity of VFC’s name and commitment to its supporters, whose generous contributions are based upon our pledge to provide advocacy to children in the foster care system.

We appreciate your interest in fundraising on behalf of VFC and we look forward to working with you! Please call us with any questions you may have.



**OUR MISSION**

Voices for Children transforms the lives of abused, abandoned, or neglected children by providing them with trained volunteer Court Appointed Special Advocates (CASAs).

**VISION**

Voices for Children believes that every child deserves a safe and permanent home and, to that end, will provide a trained CASA volunteer to every abused, abandoned, or neglected child who needs one, and advocate to improve the lives of children in the foster care system.

**PURPOSES:**

* We provide the highest level training, supervision, and continuing education for volunteers in San Diego County and Riverside County who advocate for the best interests of foster children and provide vital information to judges;
* We annually review and monitor the case files of every child in foster care in San Diego County;
* We increase public awareness about the foster care system; and
* We advocate for legal policies and practices that enhance the quality of life for foster children.

Voices for Children is an IRS-recognized 501(c)(3) nonprofit organization; our **tax ID number (EIN) is 95-3786047**. Donations are tax deductible to the extent allowed by law. Voices for Children is not responsible for non-compliance by any donor.

**For more information contact:**

Sheila Owens

Special Events Manager

Voices for Children

2851 Meadow Lark Drive

San Diego, CA 92123

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## **POLICIES AND PROCEDURES FOR BENEFICIARY FUNDRAISING EVENTS**



1. No party may use Voices for Children’s name or logo or otherwise indicate to the public that an event is being held for the benefit of VFC without the prior express written consent of VFC’s Senior VP of Philanthropy.
2. The official logo of VFC should be appropriately used in conjunction with such an event and may not be altered in any way. Any use of VFC’s logo must adhere to established graphic standards. Please contact Voices for Children to obtain the logo in electronic form.
3. VFC must review and approve all promotional materials including, but not limited to, advertising, letters, brochures, flyers and press releases prior to production or distribution. All promotional materials must clearly state the percentage of proceeds and/or the portion of the ticket price that will benefit VFC and/or other promotional partners.
4. Under no circumstances can Beneficiary Events’ revenues & expenses flow through VFC’s books. Only the final net proceeds from event should be processed by VFC.
5. Under no circumstances will VFC allow organization/sponsor to set up a temporary bank account in VFC’s name.
6. VFC should receive a complete accounting of all funds collected and expensed related to the event. VFC reserves the right to inspect all financial records related to the special event.
7. Organizer(s) should establish a timetable and action plan at least three months prior to the event, which will enable VFC to promote the event to its supporters when appropriate and given sufficient lead time.
8. Within 30 days after the event, the organizer(s) must submit to VFC a detailed financial breakdown of all expenses and income. Expenses should be documented by providing written receipts. If there is still more money to be collected from the event, the organization(s) shall continue to provide VFC with written updates on a monthly basis until funds are received and accounted for.
9. VFC should receive a list of targeted sponsors for the event before such persons or entities are approached to minimize overlap with other VFC-sponsored programs.
10. VFC can provide brochures, pamphlets and other informational materials, promoting and explaining VFC, its goals and accomplishments. Advance notice is needed regarding the quantities required for the event.
11. Please be prepared to provide photos and a post event write-up to VFC for purposes of posting on our website and social media.
12. Organization/sponsor is responsible for obtaining all permits and making all other filings as may be required by law.
13. Organization/sponsor must obtain their own liability insurance to cover the event.
14. Please send the net proceeds payable to Voices for Children within 30 days of the event to:

Voices for Children

c/o Sheila Owens, Special Events Manager

2851 Meadow Lark Drive

San Diego, CA 92123