



THIRD PARTY EVENT GUIDELINES

Thank you for hosting or organizing an event to benefit BVWHC! We appreciate your support for our mission and for the people we serve.

Third-party events are those put on by an outside person or organization for the benefit of our organization; therefore, there is little or no financial or production involvement (e.g., staff time) from Boulder Valley Women's Health Center (BVWHC), although BVWHC may help promote the event through our website, email, and/or social media platforms. Because our name will be associated with the event, we ask that BVWHC staff approve the event concept in advance. This is an important safeguard to preserve the integrity of BVWHC and our commitment to raise the funds necessary to fulfill our mission.

To ensure a successful outcome for all parties involved, Boulder Valley Women's Health Center asks that you adopt the following guidelines as you plan your event:

Use of BVWHC Name, Logo and Materials

- BVWHC will gladly provide informational materials, such as brochures or newsletters, to be distributed to the public.
 - Please provide notice at least two weeks before the event to ensure that we are able to provide you with the materials needed.
- BVWHC will also provide guidelines about appropriate use of our logo and name to be followed in all event promotions and publications.
- All third-party events must align with [BVWHC's Core Values](#), honor reproductive justice, be inclusive of all identities and respectful of socio-economic groups, as well as racial/ethnic/cultural communities.
- If you feel that staff or volunteer presence would help make your event more successful, BVWHC will attempt to provide staff and/or volunteer support at the event, if possible. Due to budget and schedule restraints, we cannot guarantee staff or volunteers presence but will do our best to work with you.

Promotion and Publicity

- To respect the privacy of our supporters, BVWHC will not provide the use of our mailing list or email list for the promotion of third-party fundraising events.
- All promotional materials (including invitations, press releases, fliers, email messages, posters, etc.) must be approved by BVWHC before they are printed, distributed or publicized in any way.
 - Please submit all materials to Stephanie Fewsmith, Development Director, (sfewsmith@bvwhc.org) at least two weeks in advance of printing, publishing

and/or distributing, to ensure enough time for feedback and any necessary revisions.

- BVWHC places a high value on donor ethics, and we therefore request that any promotional materials clearly state the percentage of proceeds that will be donated; for example, “\$1 of every item sold, or 50% of ticket sales will be donated to BVWHC.”
- BVWHC is the beneficiary—not the sponsor/host—of your fundraising event. Publicity should list the sponsor/ host and the name of the event followed by “...benefiting Boulder Valley Women’s Health Center.”

Accounting/Financial

- Only donations made directly to BVWHC are eligible to be tax-deductible. It is illegal for the event organizers to state that donations made to the event organizers are tax-deductible by utilizing BVWHC’s IRS 501(c)(3) status.
- BVWHC cannot acknowledge in-kind donations for your event as charitable gifts made to the organization. When donations are made to the event organizers, who then forward the donation to BVWHC, the organizers will receive acknowledgement and the entire amount of the donation will be credited to the organizers for tax purposes.
- Acknowledging donors in a timely manner is a high priority for BVWHC, and we ask that proceeds from your event be given to BVWHC no later than two weeks after the event date.

Government Regulations and Licensing

- Because of liability and budgetary restrictions upon BVWHC, the event organizer agrees to obtain all required permits or licenses. All activities taking place during your event must be legal, according to local, state, and federal regulations. Any event that will provide liquor will operate under a valid liquor license. BVWHC does not hold a raffle license.

We understand that every event is unique, and if you feel unable to comply with the above guidelines for any reason, please contact us with your concerns. We value our relationship with you and will do everything we can to make your event successful.

For more information, please contact Stephanie Fewsmith, Development Director, at sfewsmith@bvwhc.org or (303) 440-9320 ext. 111.

Thank you for supporting Boulder Valley Women’s Health Center!