



SOUTH PARK INN

Programs for Homeless Men, Women and Children
Emergency Shelter * Transitional Living * Plimpton House

Fund-raising Activity Rules and Guidelines

We are happy to be named as the beneficiary of fundraising events by individuals, companies and organizations seeking to raise funds for, and awareness of our mission, services and programs. In order to best assist you and your event please read these guidelines and complete the following form.

Individuals and organizations interested in hosting a fundraising activity to benefit our agency are asked to complete a simple registration form. Forms can be found at www.southparkinn.org/volunteers or can be mailed or faxed to you by calling our offices.

Individuals, companies and organizations intending to host fundraising activities to benefit our agency are asked to comply with the following guidelines:

1. Approval of the activity, by way of receipt of the fundraising form prior to the event date, for any event whose proceeds will benefit our agency or any program developed and managed by our agency.
2. The individual, corporation or organization hosting the fundraising activity is solely responsible for any state or local licensing, permits & costs associated therein. Notice of the intended fundraising activity must be filed with the Office of the Attorney General for the state of Connecticut, as per the Attorney General's charity guidelines. These can be found here: <http://ct.gov/dcp/cwp/view.asp?a=1654&q=459952>
3. All checks and cash from activity participants must be collected and managed by the fundraising activities organizer and should NOT be made out to NOR submitted to South Park Inn, Inc. South Park Inn is not responsible for providing tax receipts for fees paid by participants to the event.
4. At the conclusion of the fundraising activity, the event organizer will submit their donation from the proceeds to South Park Inn, Inc. on behalf of the fundraising activity. South Park Inn, Inc. will not be responsible for any event expenses incurred in the development of the activity.

ACTIVITY MARKETING

All print and publicity material's, audio or visual displays used for the fundraising activity will clearly indicate the proceeds are to benefit our agency/program. It will not indicate that we are the sponsor of the activity.

All print, audio or visual advertising material's, press and media releases for the event must be coordinated for distribution in collaboration with our agency representative. Our agency representative is responsible for the accurate and appropriate use of all brand images and has right of refusal in the use of such materials they deem inappropriate. Our agency reserves the right to refuse to be named the beneficiary of any fundraising activity deemed inappropriate or detrimental to the mission and vision of our agency, its programs or affiliates.

If you have any additional questions, please contact:

Stacie Nicholas, Development Director: phone (860) 724-0071 fax (860) 724-1692 or
snicholas@southparkinn.org South Park Inn 75 Main Street Hartford, CT 06106

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Fundraising Activity Registration Form

We are thankful for your interest in hosting a fundraising activity to benefit our agency. Please take the time to complete this form in its entirety and return it to us by mail, fax or email.

Please note: The individual, corporation or organization hosting the fundraising activity is solely responsible for any state or local licensing, permits & costs associated therein. Notice of the intended fundraising activity must be filed with the Office of the Attorney General for the state of Connecticut, as per the Attorney General charity guidelines.

Please return this form to:

Stacie Nicholas, Development Director: phone (860) 724-0071 fax (860) 724-1692 or
snicholas@southparkinn.org South Park Inn 75 Main Street Hartford, CT 06106

CONTACT INFORMATION

Name of organizing individual, corporation or organization: _____

Primary Contact for the event: _____

Mailing address: _____

Phone: _____ Fax: _____ Email: _____

Have you hosted a fundraising activity to benefit South Park Inn in the past? Yes No

If YES, please provide details (date, name of event, type of donation, etc):

Are you conducting this fundraiser as a part of your employment or business? Yes No

Are other charities benefiting from this event? Yes No

If YES, please list the names of these organizations (feel free to attach documentation as needed)



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EVENT INFORMATION

Event Name: _____ Date of event: _____
Alternative Date (Rain/Snow Date): _____

Brief Description of the Event: (feel free to attach documentation as needed)

Event Location: _____ Event Hours: _____

Projected Attendance: _____

Is this event open to the public? Yes No

Are you soliciting sponsors for this event? Yes No

If YES, provide a list of current sponsors and a final list upon completion of the event.

Please provide details of the fees for Participant/Donor:

(ie. cost to participate, admission cost, ticket price, donation requested etc.)

An estimate of the donation that will be made to South Park Inn, Inc: _____

Please describe how do you plan on calculating the contribution to South Park Inn, Inc?

(ie. fee per participant/product sold, net profits after expenses, flat donation, % of revenue, etc.)

I have read and agree to abide by the fundraising activity rules & guidelines as set forth by South Park Inn.

Primary Contact Signature: _____

Title: _____ Date: _____

South Park Inn Representative Signature: _____

Title: _____ Date: _____

*Agency approval is indicated when a copy Fundraising Activity form is signed by the SPI representative and returned to the Primary Contact listed.