



Outside Fundraiser Guidelines & Procedures

Thank you for your interest in fundraising for Vera House! To ensure a successful partnership with our agency, we request that you read and adhere to the following guidelines and procedures. These guidelines are to be used as a reference tool while you plan your event, allowing Vera House to manage fundraisers in a productive manner.

Any questions should be directed to the Director of Development.

1. Vera House's mission is to prevent, respond to, and partner to end domestic and sexual violence and other forms of abuse. We lead the community towards the prevention of domestic abuse by providing counseling, emergency shelter, advocacy, and education throughout Onondaga County. In planning your event, please keep our vision in mind; a world free of violence and abuse.
2. Please fill out the Outside Fundraiser Proposal Form, sign, and send to our Director of Development (info@verahouse.org) at least **ONE MONTH** prior to your event.
3. Use of the Vera House name and/or logo is reserved for events that receive approval by submitting the above-mentioned Outside Fundraiser Proposal Form. To use our agency name and logo to publicize your event, we ask that you commit to raising \$250.00. However, events planning to raise less than \$250.00 can use our agency name by stating "Proceeds of this event will go to Vera House."
4. All promotional materials for your event that include our agency name and/or logo must be approved before they are used or sent to the public. We ask that you include the % of net proceeds that Vera House will receive from your event on all promotional materials. All materials must be sent to the Director of Development at info@verahouse.org for approval prior to printing or publishing.
5. Agreeing to host a fundraiser on our behalf implies you or your organization will be assuming responsibility for ALL costs associated with the event.
 - a. Vera House will not be responsible for staffing the event, sending and/or tracking invitations, selling tickets, or any other administrative tasks. We are thankful for your help, but we do not have enough resources to provide assistance with all these tasks.
6. How will Vera House help you?
 - a. Approved events will be uploaded to our Events Page located on our website and shared on our social media sites.
 - b. Vera House can provide agency materials at your event.
 - c. Vera House can offer to have a representative at your event to house a resource table and/or speak on our behalf. **We require a 30-day notice** (minimally) for a speaker and/or representative to be present at your event. All requests should be included on your Fundraiser Proposal Form.
7. After the conclusion of your event, you are asked to transfer monetary or material gifts to Vera House within 30 days, unless prior arrangements have been made. Checks should be made payable to Vera House, Inc. and the name of your event should be stated on the memo line. They should be mailed or dropped off at Vera House at 723 James St, Syracuse, NY 13203.

We appreciate your generosity in helping us prevent, respond to and end domestic violence and other forms of abuse.

We wish you much success in your planning!

