



Community Events

Application and Guidelines



Child neglect and abuse are both a state *and* nationwide crisis that requires us to come together as a community to care for, and invest in, our future generations.

At Jonathan's Place, we provide a safe place, loving homes and promising futures for abused and neglected children, teens, and young adults throughout North Texas.

By supporting Jonathan's Place, you are making a difference in the lives the hundreds of children who walk through our doors each year.



www.jpkids.org

972-303-5303

TIPS

FOR A SUCCESSFUL FUND RAISER

1. REGISTER YOUR EVENT WITH JP
2. ESTABLISH EVENT GOALS
3. CHOOSE THE "RIGHT" EVENT AND AUDIENCE
4. SCHEDULE THE EVENT DATE
5. PROMOTE AND PUBLICIZE THE EVENT
6. DONATE YOUR FUNDS
7. SAY THANK YOU

1. REGISTER YOUR EVENT WITH JP

Please fill out our event application (included in this packet), and submit to us no less than 45 days prior to your proposed event date. Please fax to: 972-303-5346, email to: smendenhall@kidnet.org, or mail to;

Jonathan's Place
P.O. Box 140085
Dallas, TX 75214

We will contact you within one week of your application being received to discuss your event.

2. ESTABLISH EVENT GOALS

Set realistic goals that can be measured and confidently obtained. By tracking progress, you will generate stronger event participation and community goodwill.

3. CHOOSE THE "RIGHT" EVENT AND AUDIENCE

Your event should honor the Jonathan's Place brand, and fit the audience you are trying to reach. It should also match the size, talents, goals, and interests of your group.

4. SCHEDULE THE EVENT DATE

Schedule your event for a time that is appropriate and convenient for those who will be attending. Take into account school calendars, sports schedules, and holidays.

5. PROMOTE AND PUBLICIZE YOUR EVENT

Publicize early and often and get the word out any way you can. Utilize social media, newspapers, magazines, radio, TV, flyers, posters, community bulletin boards, and old fashioned word of mouth.

6. DONATE YOUR FUNDS

Please turn in all proceeds to our office within 60 days of your event. All checks should be made payable to Jonathan's Place.

7. SAY THANK YOU

Acknowledge everyone who participated in or supported your event and let them know how much you appreciated their help. You'll want them to return and help out in future events. We will also add your participants' and volunteers' information to our records so that we can communicate future opportunities to them.



Road to Success



HOW CAN WE HELP...

We want your efforts to be successful and will do what we can to help you, including:

- Offer advice on event planning
- Assist event organizers in directing contributions towards areas of need within the organization
- Acknowledge event organizer for direct contributions to Jonathan's Place
- Provide and approve the use of the Jonathan's Place name and/or logo (all materials utilizing the Jonathan's Place name and/or logo must be approved by our Development Team before being printed, distributed, or used in promotional materials- email smendenhall@kidnet.org with an questions or concerns)
- Attend events and/or check presentations, as schedules allow
- Add your event to our social media calendar to assist with publicity

THINGS TO KNOW...

Jonathan's Place is fortunate to be the beneficiary of community fundraising events. We appreciate your gifts of time and talent to help enhance our efforts. Unfortunately we cannot:

- Provide the organization's mailing list of donors, board members, sponsors, vendors, past supporters, employees, volunteers, or other affiliated organization constituencies
- Solicit sponsorship revenue, auction items or prizes
- Provide the organization's tax exemption number, unless agreed upon beforehand
- Provide insurance for your event
- Assume responsibility for promoting, publicizing, or selling tickets to your event
- Offer funding or reimbursement for expenses
- Allow you to host a raffle under the Jonathan's Place name (*By Texas state law, raffles are allowed only if sponsored by a 501(c)3 organization. We are unable to endorse a raffle put on by a third party event.)
- Provide Jonathan's Place stationary
- Guarantee staff, volunteers, board members, or foster families attendance at your event

COMMUNITY EVENTS GUIDELINES

EVENT APPROVAL

- Any fundraising activity for the benefit of Jonathan's Place must be approved in advance by our Development Team. A community event application should be completed and submitted to us no less than 45 days prior to the proposed event date.
- Events should complement our mission, "Jonathan's Place provides a safe place, loving homes, and promising futures to abused and neglected children, teens, and young adults" and convey a positive image of the organization. If event donations are derived from the promotion of a product or activity, it must be non-controversial.
- All determinations of appropriateness under these guidelines are to be made by our Development Team, in its sole discretion.

USE OF NAME AND LOGO

- The appropriate name of the event beneficiary is Jonathan's Place.
- The Jonathan's Place logo is a registered trademark and may not be altered in typeface, color, configuration, and/or position. Based upon utilization of the logo, we will provide the organization's logo. We must approve all uses of the organization name and/or logo in advance of its reproduction, printing, or disbursement - this includes advertisements, flyers, press releases, t-shirts, website content, social media postings, etc.

FINANCIAL AND LEGAL INFORMATION

- Your group or business may not state or imply that it is an agent, subsidiary, or partner, or that it holds any other business relationship with Jonathan's Place.

- We do not release our proprietary mailing lists to community organizations. Upon approval from our organization leadership, our Development Team may choose to educate or inform select organizational constituencies of fund-raising events on a case-by-case basis. All communication to such individuals must originate from Jonathan's Place.
- All community events must comply with federal, state, and local laws governing charitable fundraising, raffles, gift reporting, and special events. The event organizer(s) is responsible for obtaining necessary permits, licenses, and clearances, required by the government. The organizer(s) must also obtain appropriate insurance coverage, if necessary.
- We request that all event proceeds be submitted to Jonathan's Place within 60 days of the scheduled event.
- Proceeds checks should be made out to: Jonathan's Place. Proceeds should be mailed to:

Mailed:	Delivered:
Jonathan's Place	Jonathan's Place
P.O. Box 140085	6065 Duck Creek Dr.
Dallas, TX 75214	Garland, TX 75043
- We must have complete access to all fundraising activities and be able to audit such records at completion of the fundraiser or at any time during the fundraising activity. Under no circumstances may an individual keep any portion of the proceeds as profit or compensation for organizing the event.