Third – Party Fundraiser Guidelines
For People, Businesses and other Entities interested in hosting their own events to benefit Association House of Chicago

We sincerely appreciate your interest in voluntarily hosting an event or fundraising activity to benefit Association House of Chicago (known also as AHC). Your event is a personally significant way to connect yourself and your audiences to our mission to promote health and wellness and create opportunities for educational and economic advancement for the 5,000 children, adults and families we serve. Your event will also be a dynamic way to help raise funds as well as awareness for our work and community impact.

The following guidelines – general, financial, communication, and charitable engagement – are designed to assist you in your voluntary, independent fundraising efforts. They also inform you of the potential needs, challenges, or issues you might encounter as you promote and execute your event/fundraising activity. If you have any questions regarding these guidelines, or any additional considerations, please contact Drew Williams, Donor Relations Coordinator, at dwilliams@associationhouse.org or 773.772.8144.

GENERAL GUIDELINES:

✔ All third-party fundraising events and promotions thereof for the benefit of Association House of Chicago must be approved in writing in advance of any preparatory action toward the hosting of such event. Please fill out the [Event Request form] and return to Drew Williams no less than 30 days before the proposed hosted event date for appropriate consideration and approval.

✔ AHC shall not assume any legal or financial liability associated with your, or any, third-party event.

✔ Use of Association House of Chicago’s name, logo, or any digital property thereof is prohibited, except where granted under the provisions of written approval through return of the Event Request Form.

✔ Any third-party fundraising event must positively reflect upon the mission and reputation of Association House of Chicago. We may use our discretion, and reserve all rights, to accept or decline any proposed fundraising activity or event.

✔ Games of chance (i.e. drawings, raffles, or auctions) are regulated by municipal, state, and federal laws. Please allow additional time to research and secure necessary permits pertaining to games of chance.

✔ In promoting any third-party fundraising event, the portion of the proceeds to be donated to AHC must be fully and truthfully declared – in all advertising, and while in contact to all donors, sponsors, and participants. If the portion of proceeds is less than 100%, then the specific portion of proceeds may be stated as a percentage of all net proceeds, or as a fixed amount per transaction that shall benefit Association House of Chicago.

FINANCIAL GUIDELINES:

✔ Event organizers, planners, and/or hosts shall not establish a bank or holding account under the AHC name.

✔ AHC will not incur any expenses nor provide funding for third-party events and promotions thereof.
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✓ Event organizers, planners, and/or hosts shall not retain any portion of proceeds from any third-party event for themselves, their businesses or entities or for any members thereof, as commission or compensation for services rendered.

✓ Event organizers et. al. may not use the tax-exempt status of AHC to purchase items or supplies for execution of the third-party event.

✓ As part of the planning process, event organizers et. al. shall agree to provide AHC with event project timelines and budgets, if requested. The event organizer also agrees to plan consciously to minimize expenses - in effect, to maximize net proceeds to be donated back to AHC.

✓ Event organizer, planner, and/or host shall return a check (or, otherwise, have net proceeds dispensed) to AHC no later than 21 days upon conclusion of the third-party event.

COMMUNICATIONS GUIDELINES

✓ For promotion of third-party event, the Association House of Chicago name may not be used in the title; use AHC as the identified beneficiary for the event. For example, to promote your event, please use “XXX Yoga Event to Benefit Association House of Chicago.”

CHARITABLE ENGAGEMENT GUIDELINES

✓ If event organizer solicits a donation, whether in-kind or monetary, on AHC’s own behalf, only then is it considered fully tax deductible. AHC reserves the exclusive right to use its tax-exempt status for solicitation purpose. AHC may assist event organizers with appropriate solicitation materials, when appropriate. AHC will issue tax receipts only to fully tax-deductible donations, where donations are directly received by AHC and include documentable donor contact information.

✓ Any donation made directly to a third-party event (i.e. to cover event costs or expenses) are not tax deductible. Unless event organizers et. al. have registered, tax-exempt status (through themselves or through business or entity) any donation made to it is not tax deductible.

The Event Request Form can be accessed and completed online, and returned to AHC contact Drew Williams via dwilliams@associationhouse.org. Please allow up to 5 businesses days from receipt of the form for review and approval. You will be notified whether the event is approved or denied and be given a determination reason. In accordance with stated guidelines, the approved third-party event organizer will be solely responsible for complying with any and all applicable laws and regulations pertaining to all planning and execution of the event.