



## **CASA of Lane County Third Party Events Policy & Contract**

Thank you for considering Court Appointed Special Advocates (CASA) as a beneficiary of your fundraising activities. CASA appreciates your efforts to help support its mission of providing a powerful voice for abused and neglected children in Lane County.

A third party fundraising event is any activity by a non-affiliated group or individual, where CASA has no fiduciary responsibility and no staff involvement. Although CASA actively encourages third party fundraising events and campaigns, we must approve all events and campaigns in advance. This is an important safeguard in preserving the integrity of the name and reputation of CASA, as well as our commitment to donors.

Please read the following policy carefully. Fill out the form with your event information, and sign to acknowledge that you accept CASA's Third Party Benefits Policy. Return form to: CASA of Lane County, 174 Deadmond Ferry Road, Springfield, OR 97477. Or, scan and email to [casa@casa-lane.org](mailto:casa@casa-lane.org). Thank you for your interest and support!

1. CASA of Lane County must approve all third party benefits. Third party benefit ideas or requests must be received by CASA in writing at least one month in advance of the potential benefit to allow for sufficient review and approval. Event organizers may not make public announcements or promote CASA's association with the event until receiving written approval from CASA.
2. Benefits must appropriately raise funds and awareness in line with CASA's mission and values.
3. CASA's logo and name should be used appropriately to promote CASA's positive image and may not be altered in any way. Any use of the logo must adhere to established graphic standards. CASA should be identified by its full name "Court Appointed Special Advocates (CASA)".
4. CASA must receive all promotional materials at least 3 days in advance of printing to review and approve. This includes, but is not limited to, advertising, letters, brochures, flyers and press releases prior to production or distribution. Proposed materials should be submitted via email to [casa@casa-lane.org](mailto:casa@casa-lane.org).
5. Because of limited resources of staff time and budget, CASA does not accept obligation to the third party fundraiser by offering assistance in staffing, marketing, media advertising, event planning, volunteer coordination or mailings to the private CASA

database. CASA will provide printed materials to be distributed at the event at the organizers' request.

6. In order to better coordinate fundraising activities, CASA requests a list of any targeted sponsors for the event, before they are approached. Please remember that many individuals and businesses already support CASA and may not wish to make additional donations.
7. All expenses related to the event must be paid for out of event proceeds (CASA will not be held accountable for any outstanding expenses).
8. Only donations made directly to CASA are tax deductible. Donations made directly to a third party event are not tax deductible. CASA expects to receive the donation of event proceeds within 30 days following the event. CASA will send a tax receipt to the group making the donation as appropriate.
9. All community events to benefit CASA must follow applicable laws and regulations. Fundraising groups need to have their own necessary insurance and permits/licenses.
10. The benefit organizer hereby fully releases and agrees to hold harmless CASA, its Officers, Directors and representatives of and from any liability, claims, damages, expenses or causes of action for any reason.

**CASA of Lane County  
Third Party Benefits Contract**

**Please complete and return this form to CASA of Lane County.**  
CASA will complete the approval section and return a copy to you.

1. Name & type of benefit: \_\_\_\_\_
2. Benefit date: \_\_\_\_\_ Location: \_\_\_\_\_
3. Contact person: \_\_\_\_\_
4. Address: \_\_\_\_\_
5. E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_
6. Short Description of Benefit and Fundraising Components: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I have read and agree to the conditions of CASA's Third Party Benefit policy guidelines.**

\_\_\_\_\_  
Signature of Event Representative

\_\_\_\_\_  
Date

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**For CASA Office Use Only:**

Date Reviewed: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

By: \_\_\_\_\_

Copy of insurance, permits or licenses required? Yes \_\_\_\_\_ No \_\_\_\_\_

List which of the above is required: \_\_\_\_\_

Does CASA of Lane County need to be named as "additional insured"? Yes \_\_\_\_\_ No \_\_\_\_\_