



Third Party Event Fundraising Guidelines

1. Please submit a completed “Event Interest Form” to TCC prior to publicly announcing your event.
2. TCC should be identified as the **beneficiary** of the event, not a sponsor or partner.
Example, you would characterize a golf tournament as “The _____ Golf Tournament benefiting Tennyson Center for Children.”
3. All print materials regarding or promoting event must be submitted to TCC for approval prior to printing.
4. Please refer all media inquiries to Alicia Perras at TCC.
5. All fundraising events must comply with federal, state and local laws governing charitable fundraising. Please check with local authorities to determine unique requirements for each type of event.
Example: Permits for road closures, large gatherings of people, installing canopies. You may need liability insurance, paramedics, police escort, liquor or raffle licenses, etc.
In order to protect all involved, any individual or organization conducting an event that benefits TCC is responsible for obtaining necessary permits and insurance. If liability insurance is obtained for an event, please also name Tennyson Center for Children as additionally insured on the liability insurance.
**If athletic or sporting event, you must require all participants to sign a waiver/release of liability in favor of sponsor and TCC.
6. Please send funds raised to TCC within three weeks of the completion of your event. Include your name and event. This will help us document your success. Checks should be made payable to: **Tennyson Center for Children**. You may not open any accounts, banking or commercial, using or bearing the name Tennyson Center for Children.
7. We encourage you to keep fundraising costs as low as possible. Using donations from your community for prizes and sponsorship will help reduce costs. Please do not request these in TCC’s name but instead in your company/organization’s name.
Example: When requesting an auction item or raffle prize please clearly state “sponsor” as requestor with TCC as the beneficiary.
Please provide TCC with a list of any items donated or event underwriters and make sure any products or other items sold at or in conjunction with events are non-controversial in nature and consistent with TCC’s mission.
8. TCC protects the privacy of all donors, volunteers, children, families and staff. Therefore, TCC is not able to provide mailing lists for any reason.
9. Although TCC may be able to provide general guidance for your event, it is unable to provide administrative, financial or logistical assistance for any third party event.
10. Please remember annual events need to be registered with TCC each year.