



Third-Party Events Policies & Procedures

Thank you for hosting an event to benefit children and families at Family Gateway. To ensure your event is a success, please review this guide to better understand the tools and resources available.

Getting started. Tell us about your event.

1. Fund-raising activity for the benefit of Family Gateway must be approved in advance by the Office of Development and Executive Director. Please complete the special event form (enclosed) and return to the Family Gateway Office of Development by faxing to 214-367-5558. Following approval, you will be given a logo for use in printed and electronic materials.
2. Please remember, events/promotions should fit the mission and convey the appropriate image for Family Gateway. Products or ideas deemed harmful or insensitive to homeless children and families may not be promoted alongside or in conjunction with Family Gateway.
3. The office of development must approve all uses of Family Gateway's logo and name—in advance of its reproduction, printing, and distribution, Stationery and letterhead from Family Gateway is not available for use by third-party organizations.

Important Event Guidelines

4. In naming the event/promotion, Family Gateway should not be used in the title, but rather listed as the beneficiary of the event. For example, organizers should not refer to the event as the "Family Gateway Golf Tournament." Instead, it should be promoted as "Golf Tournament to benefit Family Gateway."
5. Family Gateway does not release its proprietary mailing lists to third party organizations. The Office of Development may invite selected constituencies to fund-raising events on a case-by-case basis. All invitations to such individuals shall originate from Family Gateway's office of Development.
6. Events must comply with all federal, state, and local laws governing charitable fund-raising, gift reporting and special events. The event organizer is responsible for obtaining any necessary permits and clearances required by the government. The event organizer must also obtain appropriate insurance coverage, if necessary.
7. If an organization plans to solicit contributions, sponsorship, or in-kind gifts from businesses, the final list of all donors must be submitted to Family Gateway for accounting and record-keeping purposes.

8. The sponsoring organization must submit event proceeds to Family Gateway within 30 days of the event. Proceeds should be mailed or delivered to:

**Family Gateway
Office of Development
Attn: Senior Development Officer
2910 Swiss Avenue
Dallas, TX 75204**

9. Family Gateway is authorized to have complete access to all fund-raising activities and is authorized to audit such records at completion of the fund raiser or at any time during the fund-raising activity as deemed necessary by Family Gateway. Under no circumstances may an individual keep any portion of the proceeds as profit or compensation for organizing the event.
10. When beneficiary status of an event is to be shared between Family Gateway and other organizations, all beneficiaries of an event should be listed on invitations, promotional items, and press releases.
11. The event organizers must seek approval from Family Gateway's Office of Development to repeat the event in each succeeding year.

Family Gateway Staff Assistance

The staff and clients of Family Gateway want your event to be a big success. Because our small staff is focused on serving clients, we are limited in the amount staff time and resources we are able to contribute to third-party events.

What Family Gateway Employees Can Do to Assist with Your Event, in Accordance with Our Organization's Policies:

- Attend events or check presentations, as schedule allows.
- Acknowledge direct contributions to Family Gateway in accordance with the development policies and procedures.
- Provide and approve the use of Family Gateway's logos and name as appropriate.
- Assist donors in directing contributions toward areas of special interest or areas of need within Family Gateway.
- Provide a letter of authorization to validate the authenticity of the event and its organizers.

What Family Gateway Employees Cannot Do:

- Provide employees or volunteer support for your event.
- Promote, publicize, or sell tickets for your event.
- Provide the hospital's tax exemption number unless it is agreed upon beforehand.
- Provide funding or reimbursement for expenses unless it is agreed upon before the expense is incurred.
- Providing mailing lists of donors, vendors, board members, residents, employees and other affiliated constituencies.
- Provide Family Gateway stationary.
- Guarantee attendance of employees, board members, or volunteers at the event.

For more details, please contact Emily Santillan at esantillan@familygateway.org.



Third-Party Events Proposal Form

Before you hold an event, Family Gateway must approve this application.
Mail the completed application to our administrative offices, or fax it to (214) 823-2475.

Today's date: ____/____/____

Name of Group/Company Planning Event: _____

Name of Individual Responsible: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Phone: Home (____) _____

Business (____) _____

Fax (____) _____

Name of Proposed Event: _____

Date & Time of the Event: _____

Location of the Event: _____

Address: _____

City: _____ State: _____ Zip: _____

Is Event: Open to the public

By invitation only

Ticket price (if applicable): \$ _____

For publicity purposes, a phone number that can be publicly listed

(____) _____

Has this event taken place before? Yes No

If so, when ____/____/____

Are there other beneficiaries besides Family Gateway? Yes No

If yes, which organization(s)? _____

Does your company plan to match the amount you raise? Yes No

Briefly describe the event: _____

How will event be publicized (e.g. press releases, flyers, radio/TV, printed ads)?

Please indicate the date that funds will be received by Family Gateway: ____/____/____

Will your gift be restricted to a specific department or program at Family Gateway?

Yes No

If yes, which department/fund? _____

THE ORGANIZATION SPONSORING THE EVENT ASSUMES ALL RISKS AND LIABILITIES ASSOCIATED WITH THE EVENT AND HEREBY RELEASES AND HOLDS HARMLESS FAMILY GATEWAY AND ITS DIRECTORS, OFFICERS, EMPLOYEES, AGENTS, SUCCESSORS, AND ASSIGNS FROM AND AGAINST ANY AND ALL CLAIMS, DAMAGES, LIABILITIES, COSTS AND EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES, ARISING OUT OF OR WHICH MAY OCCURE IN CONJUNCTION WITH THE EVENT, INCLUDING WITHOUT LIMITATIN, ANY PERSONAL INJURIES OR DAMAGE TO PROPERTY WHICH MAY OCCURE IN CONJUNCTION WITH THE EVENT.

I, _____, agree on behalf of the organization that I represent that if the project I wish to coordinate is approved by Family Gateway, we agree to abide by the Third-Party Events Polices and Procedures, a copy of which has been provided to the organization by Family Gateway.

Representative's Signature

Date