

Thank you for offering to hold a fundraiser or event on behalf of New Hope Midcoast. We appreciate the commitment it takes to sponsor a fundraising event to benefit our organization. At the same time, New Hope Midcoast is obligated to offer some stipulations regarding this process and our expectations. To that end, we kindly ask that you **read, complete and submit online the information below** prior to starting your arrangements.

New Hope Midcoast's development director is available to you as we work toward a mutually rewarding experience. We are excited to get started!

**Confidentiality:** New Hope Midcoast values the privacy of our clients and views the struggles encountered by victims of domestic violence as powerful, life-changing events that affirm each individual's internal strength. Our expectation is that the sponsoring party will respect the principle of confidentiality. Thus, the use of names and/or stories of individuals associated with New Hope Midcoast is not permitted, unless explicit consent has been granted.

**Start Up Costs:** New Hope Midcoast expects that the individual, agency or organization will supply any monies needed to initiate fundraising activities. New Hope Midcoast does not offer money to assist parties in fundraising efforts; money needed for expenses (such as renting space, deposits, etc.) must be supplied by the party that is offering the fundraising activity.

**Liability Insurance:** Parties offering fundraising activities on behalf of New Hope Midcoast are responsible for their own liability. New Hope Midcoast is not legally responsible for activities sponsored by these parties to raise money on behalf of New Hope Midcoast.

**Logo Use:** Please use only the logos provided by New Hope Midcoast rather than taking them from the internet or other sources. Please do not alter the logo other than to resize it proportionally. If resized, all aspects of the logo should still be legible.

**Media:** Any media releases (press, social media) must be coordinated with our development director before being sent to print or posted.

**Use of New Hope Midcoast's Name:** Please use New Hope Midcoast's full name when referencing the agency. The typestyle and colors for the agency's logo and name were made for New Hope Midcoast. We kindly ask that you do not alter them.

**Donations at the Event:** Please ask anyone wanting to donate to New Hope Midcoast at an event to make checks payable to New Hope Midcoast and either give these to a staff or mail to the address under “Receipt of Donation” below.

**Receipt of Donation:** Please submit all event donations within two weeks of the event. Checks are payable to New Hope Midcoast and should be mailed to **P.O. Box A, Rockland, ME 04841**.

**Event Cancellation:** Please let us know in advance of any stipulations regarding cancellation of the event. For example, “X number of tickets must be presold by January 15<sup>th</sup> or the event will be cancelled.” Please also let us know if you reschedule events.

**Use of Media:** New Hope Midcoast requests that the use of media, including printed, audio, video and electronic, announcing or advertising an event, be coordinated with the Development Director and adhere to name and logo use guidelines cited above.

**Confidentiality:** New Hope Midcoast values highly the privacy of our clients and seeks to empower them through respect. Thus, the use of name and/or stories of individuals associated with New Hope Midcoast, is not permitted, unless explicit consent has been granted.

**Thank you so much for your generosity. We are always excited to collaborate with others!**

My printed name and signatures below indicate that I agree to all information pertaining to confidentiality, liability insurance, logo and name usage, media, and payment information stated above.

Donation Type:

Event Cancellation Information:

_____	_____	_____
Name of Business	Printed Name AND Signature	Date

**Once complete, please mail or email to:**

**New Hope Midcoast,**

**Att.: Development Director, P.O. Box A, Rockland, Maine 04841**

**developmentdirector@newhopemidcoast.org**

For more information, please call 691-5969

Thank you for your interest in our organization!