



Community Fundraising Guidelines

Kate's Club is grateful for the support of everyone in our community who makes it possible to empower children, teens and young adults who are grieving the death of a parent or sibling. Throughout the year, we receive request for supporters to host third-party fundraising events. If you are interested in hosting an event to benefit Kate's Club, please review our Community Fundraiser Policies & Procedures listed below. Please fill out the form below and the Kate's Club Development Office will reach out to you to let you know if your fundraiser has been approved. If you have any questions, please contact Jamie Anderson, Director of Development and Marketing at jamie.anderson@katesclub.org. We look forward to hearing from you!

Community Fundraiser Policies and Procedures

In order to ensure that Kate's Club name, image, and reputation are properly represented, we ask that all community fundraisers abide by the following policies. Your cooperation will help us guarantee consistency and quality in the events that ultimately benefit our programs.

Kate's Club can provide the following support for your fundraiser:

- Advice and ideas to get you started
- Kate's Club logo and approval of usage
- At least one social media post to help promote your event
- Marketing materials currently created (ex. KC brochure and impact statement)
- Create a designation for gifts on our online donation form
- Acknowledgement letters and tax receipts for donations made directly to Kate's Club
- A check presentation with staff with a date/time that is agreed upon

Due to the number of requests we receive, Kate's Club cannot guarantee:

- Promotion of your fundraiser to our email list
- Staff, board member or volunteer attendance at your event
- Posters or other displays for your event
- Auction or raffle items

Kate's Club does not have the personnel to handle the organizational and administrative tasks associated with community fundraising events. You are responsible for all details of the event including: all related costs, recruiting volunteers to help, create marketing materials for the event and working the actual event.

The event must be promoted in a manner to avoid statements or the appearance of Kate's Club endorsing any product, firm, organization, individual, or service. Event names should promote Kate's Club as the beneficiary of the event rather than the organizer: "Skateland Atlanta 5K benefiting Kate's Club" instead of "Kate's Club 5K".

The use of Kate's Club logo and name must be approved by The Director of Development and Marketing. Logo will be provided with approval request and cannot be altered.

Kate's Club requests that all potential sponsors targeted for the event are run by the Development Office to minimize any overlap with current Kate's Club sponsors.

Event organizers must obtain their own liability insurance to cover the event and for larger events, Kate's Club will need an indemnity agreement stating that you agree to indemnify Kate's Club for any issues arising from your event.

Once you have collected proceeds, please mail a check to Kate's Club or go online to our donation page.

Thank you for your support!

[Click here](#) to fill out the Community Fundraiser Request Form