



Third-Party Event Policy

The Ada Jenkins Center (AJC) is grateful for the individuals and organizations who conduct fundraising events and donation drives to benefit our programs and services. Any individual or organization (outside of AJC) that organizes and hosts an event, promotion, sale, or donation drive on behalf of AJC is defined as a “third-party fundraiser.”

In order to enhance the success of third-party fundraising events and to avoid conflicts with our donors, corporate sponsors, or other events already planned, the following policies must be observed:

1. The third-party fundraiser must review and sign this Policy, and submit it to AJC’s Development Department at least 30 days in advance of the proposed event date(s).
2. *If AJC staff time or resources are requested*, the third-party fundraiser must demonstrate – through a preliminary revenue and expense budget – minimum net revenue of \$1,000. Due to the predominantly part-time nature of our work schedules, AJC often is not able to provide staff to attend all fundraisers -- or coordinate volunteers – but we are happy to provide appropriate informational material for the third party’s use. AJC does not share our mailing list information or personal information (including contact information) about any of our constituents.
3. Third-party fundraising events must be financially self-sustaining without contribution from or financial risk to AJC. **AJC is NOT able to handle any money, tickets, or other forms of payment**; we are able to accept only the net proceeds of a third-party event. All third-party event expenses are the responsibility of the third-party event organizer and must be paid before net proceeds are donated to AJC. Refunds or reimbursements of third-party event expenses will not be available after the net proceeds are donated.
4. The third-party event organizer is responsible for all vendor agreements, contracts, insurance and necessary permits for the event. AJC will not assume any type of liability for a third-party event, including liability for any injuries sustained by third-party event volunteers or participants related to an event benefiting AJC.
5. The third party fundraiser is responsible for its own marketing, including writing and distributing news releases, social media postings, invitations, ads, etc. We will “share” third-party events on the Ada Jenkins Center Facebook page.

September 1, 2019

6. Promotional materials that use our name should incorporate the following statement:
“Proceeds to benefit the Ada Jenkins Center.”

7. All sponsor solicitations for the event must be approved by and coordinated with AJC’s Development Department prior to approaching any individual, corporation or foundation for this purpose.

8. AJC will not approve a third-party event if it requires the sale or endorsement of a product or service.

9. Free space on our campus is limited, so requests for third-party events to take place on AJC’s campus will be considered on a case-by-case basis.

10. Third-party organizers of donations drives are encouraged to contact AJC’s Development Department prior to beginning the drive to confirm our most critical needs. An AJC staff member will not be made available to organize or attend in-kind donation drives.

11. AJC retains the right to decline any event if it conflicts with our mission, fundraising efforts, or event calendar.

12. AJC will not approve a third-party event request if it promotes a political party, candidate or potential candidate.

13. Within 45 days of the completed event, please make checks payable to: Ada Jenkins Center, P. O. Box 1842, Davidson, NC 28036. Attention: Development Department.

I hereby affirm that I have read will adhere to Ada Jenkins Center’s Third Party Event Policy.

Name (print)

(date)

Name (signature)

For questions or more information on third-party events, please contact Karen Martin at 704-896-0471, ext. 102 or Karen.Martin@adajenkins.org. Thank you for supporting the Ada Jenkins Center!