



SAINT LOUISE HOUSE

Build. Believe. Become.

# Saint Louise House Third Party Events

Thank you for your interest in hosting a fundraising event for Saint Louise House. Events such as yours are important in our efforts to raise funds and awareness of our mission to empower mothers and their children to overcome homelessness for generations to come. The following guidelines are provided to ensure that you are aware of potential needs or issues regarding your event/promotion and assist you in your efforts.

If you have any questions not answered by these guidelines please contact the development team at [info@saintlouiselhouse.org](mailto:info@saintlouiselhouse.org) or call 512.302.0027.



## Guidelines

- The use of Saint Louise House's (SLH) name, logo or mission may not be used in any way without approval.
- All fundraising event/promotions for the benefit of Saint Louise House must be approved in advance. The Event Request form must be completed and submitted to the Development team no less than 21 days prior to the proposed promotion or event start date before approval can be granted.
- Fundraisers which benefit Saint Louise House must reflect positively on its mission. SLH reserves the right to decline any fundraising proposal that is not in line with our mission.
- Event organizers are responsible for obtaining all permits, licenses and insurance certificates. Please note that raffles, drawings and other games of chance are governed by a variety of state municipal and federal laws.
- SLH assumes no legal or financial liability associated with third-party events.
- Fundraisers must fully and truthfully state the portion of the proceeds which will be donated to Saint Louise House in all advertising, promotions and in all contact with donors, sponsors and participants. If less than 100% of the net proceeds will be donated, the "portion of proceeds" may be stated as a percentage of net proceeds, a portion of a product price or a fixed amount per sale/transaction that is to benefit Saint Louise House.

## Communication Guidelines

- Saint Louise House cannot be used as an event title, but may be identified as the beneficiary of the event/promotion. For example an event may not be referred to as "Saint Louise House Sips and Shopping." Instead, it should be promoted as "XYZ's Sips and Shopping to Benefit Saint Louise House."
- SLH does not purchase advertising to promote third-party events, but will provide social media, eNewsletter recognition at the discretion of the Executive Director.

## Financial Guidelines

- Saint Louise House will not incur third-party expenses or provide any funds for third-party events.
- No bank accounts or holding accounts may be established under the Saint Louise House name.
- The not-for-profit tax exempt status of SLH may not be used by the host organization to purchase items and materials with which to conduct the activity.

## Charitable Giving Guidelines

- Donations made directly to a third-party event can be used to cover the event's expenses, but are not tax-deductible.
- A donation solicited on our behalf, whether the donation is an item or cash, is fully tax deductible only when it is made directly and entirely to SLH, as we are the only agents who can verify that such a gift was made, and the nature of the gift, to the IRS.
- In order for a tax receipt to be issued, SLH must be provided with the donor's name, address and phone number.
- Any checks made payable to SLH must be forwarded to SLH for processing and deposit. Checks must represent an outright donation and cannot include any exchange of products or services. Such donations are tax-deductible and will be receipted by Saint Louise House.



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## Event Request Submission and Approval Process

- If the event is approved; you are solely responsible for complying with any and all applicable laws and regulations, including, but not limited to, those related to gaming, raffles, sweepstakes and fundraisers. By approving this event, Saint Louise House is in no way liable for the foregoing obligations or the promotion, conduct or staging of the function.
- The request form can be completed by downloading and filling out our Event Request Form below and returning to SLH by email to [info@saintlouiseshouse.org](mailto:info@saintlouiseshouse.org).
- The average processing time for review and approval is 10-14 business days. Please note that if your form is incomplete or requires further review, additional time will be needed to properly process the request.
- Once approved, a copy of the approval letter will be sent to you via email, if provided.

## Third Party Event Request Form

Hosting Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_



### Event Details

Event Name: \_\_\_\_\_

Event Date and Time: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Location: \_\_\_\_\_

Event Details (Please include ticket pricing or entrance fee): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Percentage of proceeds to benefit Saint Louise House: \_\_\_\_\_

Do you have any special needs or requirements from SLH? \_\_\_\_\_

\_\_\_\_\_

**For more more information, please contact Rachel Walsh at  
[rwalsh@saintlouiseshouse.org](mailto:rwalsh@saintlouiseshouse.org) or call 512.364.6751**