

## Hosting an Event for GCHope

Thank you for your interest in hosting an event for Giving Children Hope. One of the best things you can do for us is to host a fundraising event for us. This not only brings funding to GCHope but it also brings awareness to important issues. Here are some guidelines for events.

### **1) Can I get my event listed on your web site?**

That depends. In order to list your event on our website it will need to be located in the partners' events section of our site. If the event is only for us we can list it there. If the event is for several organizations and we are a prominent organization we can list it there too.

### **2) Can you put our event on your front page?**

No. Only GCHope organized events are on the front page. We want to do all we can to support your efforts to make a difference, but too many things on the front page confuses people and we really need to put most of our energy into promoting our own events.

### **3) Will you list our event in your e-newsletter?**

At this point our e-newsletter is used to promote GCHope events. At some point we might be able to find a way to add partner events, but at this point we need to use our e-list to promote our events.

### **4) Can you give me a list of your donors in my area to invite to our event?**

No. It is against our privacy policy to share donor information with third parties.

### **5) Can you be at my event?**

Maybe. It depends on where and when it is and how many people are expected. We have a small staff and we get asked to go to many, many events. We want to go to everything, but we just can't. If we can send a staff or board member to attend your event and talk about GCHope we will. Additionally, we are training up volunteers to represent us at events so there is a chance we can have a GCHope volunteer at your event.

### **6) Can I designate our event proceeds towards a specific project?**

Absolutely. General fund donations are most useful to us and the hardest to get. However, if you get excited about a particular project and want to raise funding towards that project you can.

### **7) Will you charge me to use your logo?**

Believe it or not, most of the large organizations require a hefty fee to use their logo. We don't want to go down that road because as a grassroots organization we want to encourage your participation. However, we ask that you please inquire by filling out our form to let us know about your event. We do need to know how our logo is being used and we do reserve the right to say no to an event.

**8) Can I get up-front expenses from you to produce my event that benefits you?**

No. We do not have a budget for you to produce events for us....sorry.

**9) If I send you photos of the event after it is over will you tell others?**

Yes! We love to do news stories on how people are making a difference. The integration only works in our Flickr account so we need you to write up the event, e-mail it to us and provide us with photos to add to our account. We will then do a news story about how you helped the cause!

**10) Can you provide literature about your organization for my event?**

Yes! We can send you fliers about us. However, since printing is expensive please only ask for the amount that you need. Additionally, if you end up with extras that you don't need we really appreciate it if you would return those to us.

**11) Are there guidelines for what my fliers and other event promotions can say?**

Yes! We aren't going to micromanage your event because it's yours. However for it to go onto our web site and use our logo we need it see it first. It must be clear that this is YOUR event but that it is supporting us. Otherwise we can be held liable for things that we are not involved in. We want to support your efforts, but we need to make a distinction from other organizations events that support us and our own events.

**12) I'm an individual that wants to host an event for you but since I'm not a charity myself I can't issue donation receipts, what can I do?**

We think a good option is to direct people to our donate page on our website. If you are setting a minimum donation to participate, ask them to bring in a copy of the receipt that is emailed to them showing you that they made a donation to us. This way they get the proper receipt for our donation and you don't have to worry about handling cash.

**13) I still have questions.**

Please contact Jenise Steverding, Director of Advancement at 714-523-4454 x 102 for any questions you may have.

Partner Event Form

Name of event \_\_\_\_\_

Date of event \_\_\_\_\_

Time of event \_\_\_\_\_

Venue and address for event \_\_\_\_\_

Official event web site \_\_\_\_\_

How do people get tickets \_\_\_\_\_

Who do they contact for more information \_\_\_\_\_

\_\_\_\_\_

Name of organization or individual hosting event \_\_\_\_\_

\_\_\_\_\_

Funding designations (please mark general fund or specifically mention the project to benefit) \_\_\_\_\_

How many people do you project will attend  
\_\_\_\_\_

Will you need a digital copy of the GCHope logo? Yes/No

Would you like a GCHope staff, board member or volunteer to be present?

Yes/No

Do you require flyers to be mailed? Yes/No

If yes, how many? \_\_\_\_\_

Submit Partner Event Form to Jenise Steverding, Director of Advancement by e-mail: [jsteverding@godaid.org](mailto:jsteverding@godaid.org); mail: 8332 Commonwealth Ave. Buena Park, CA 90621; or fax: 714-523-4474.