Third Party Fundraising Event Guidelines

Third Party Fundraising Events (Event) are vital to Mobile Loaves & Fishes (MLF) fulfilling its vision to empower communities into a lifestyle of service with the homeless. We welcome and greatly appreciate requests from individuals, organizations and businesses.

**Definition**
An Event is defined as follows:

- MLF is the designated beneficiary
- Planned and organized by an unaffiliated group or individual
- A portion of revenue raised is designated to MLF
- MLF staff involvement is minimal

**Event Application**

- Application must be submitted no less than 14 days before event.
- Prior to using the name of Mobile Loaves & Fishes or logo, an authorized MLF representative must approve your application.

**Promotion and Marketing**

- Event coordinators are responsible for ALL event logistics, marketing and solicitation.
- Promotion and solicitation for event should reflect Mobile Loaves & Fishes as the beneficiary, and not conducting the event.
- When referencing MLF please use "Mobile Loaves & Fishes" or "Community First! Village, a development of Mobile Loaves & Fishes."
- MLF does not share private information and cannot provide you with donor or volunteer contact information, mailing lists or names.
- Use of MLF logos, photos or copyright materials requires event application approval and the express written consent of MLF.
- MLF, at its discretion, may help by listing the event on social media.
- All promotional materials must clearly state that your Event is raising funds that will benefit MLF, and include the percentage or amount that will be donated to MLF.

**Donations and Drives**

- Please visit our [in-kind donation page](#) for more information on items consistently needed.
Financial Guidelines

- MLF shall receive all net proceeds within (30) business days of the conclusion of Event.
- If payments are made to the Event organizer, and the Event organizer is not an IRS qualified organization, the payments will not be deductible for income tax purposes. All individual checks made payable to “Mobile Loaves & Fishes” will receive a tax receipt in accordance with the IRS standards. MLF does not issue tax receipts other than for donations made payable directly to MLF.
- Items sold at your event are not tax-deductible.
- Event coordinators are responsible for financing any and all expenses related to an Event and assume responsibility for any debts incurred.
- You may not establish a bank or other account in the name of Mobile Loaves & Fishes.
- Mobile Loaves & Fishes sales tax exemption on purchases cannot be extended to any Event.
- No fees, commissions or salaries may be retained by your organization or members.

Liability

- All events must comply with all federal, state and local laws applicable to any Event, including fundraising rules and regulations.
- Event organizers must determine the extent of and obtain its own liability insurance for the Event sufficient to cover any claim. Event organizers agree to indemnify and hold MLF harmless from any claim, action or proceeding incurred in connection with the Event.
- Event organizers must be clear that the Event is not produced or sponsored by MLF and that MLF is neither responsible nor liable for any acts or omissions related to the Event.
- MLF has no fiduciary responsibility for your Event and assumes no liability for its planning or execution, including all promotion, setup, staffing (including volunteers) or management of funds.

Other

- Promotion or support of a political party or candidate, or those which appear to endorse a political activity, is prohibited.
- Event coordinators are not permitted to create, use or promote a website or url with Mobile Loaves & Fishes name.
- MLF does not endorse products, firms, organizations, individuals or services. Accordingly, your Event must be promoted and conducted in a manner that avoids any statement or appearance of an endorsement by MLF.
- MLF may direct you to cancel your Event and withdraw all use of the MLF name with your Event. Such direction may occur for any reason, including MLF’s belief that an association with your Event may have a negative effect on the mission, credibility or reputation of MLF.
- Please contact donate@mlf.org with any questions.