

## Hosting a Fundraiser for A Program of Jannus

### The Idaho Suicide Prevention Hotline (Hereafter noted as “Program”)

Thank you so much for considering hosting an event or fundraiser for a program of Jannus. We welcome and greatly appreciate requests from individuals, organizations and corporations (“Host”) to host benefits or special events on behalf of this Program.

The following guidelines have been developed to help plan an event or fundraiser and to protect both the Fundraising Host and Program.

A **3 weeks advance notice** of your event is appreciated in order to ensure coordination with Program staff and posting on the Program Event Calendar, Website, Facebook, and Instagram.

1. Jannus and the Program are not able to finance expenses related to a fundraising event or assume responsibility for any debts incurred.
2. Any use of the Program logo or inclusion of the Program name in any/all event promotion must be approved by the Program prior to printing or publishing.
3. The event/fundraising Host is responsible for event coordination, marketing/promotion and sales.
4. Host is responsible for complying with all applicable local, state and federal regulations regarding a charitable event.
5. Host agrees to coordinate with and request permission from the Program before soliciting any individuals, organizations or businesses in order to avoid duplicated efforts.
6. Host must fill out the fundraising Agreement Form and state the terms of the donation that the Program can expect from the event (example: 50% of profits, one time donation of \$1,000 or all proceeds) and donate within sixty (60) days after the event ends.
7. A donation solicited on our behalf, whether a donation is an item or cash, can only be promoted as tax deductible after Jannus Fiscal staff have

reviewed and agreed on the wording and amount and agreed it is tax deductible.

8. When a portion of the ticket price or suggested donation from a participant of the Host's event is not tax-deductible, the Host must clearly state this on all materials as well as on the Agreement Form.
9. Programs may not be able to guarantee volunteers/staff will attend an event due to conflicts or limited resources.
10. Programs may not solicit participation from clients or donors for any hosted fundraising event beyond the possibility of listing the event information on an events web page, on Social Media sites, and in e-newsletters.
11. Programs will not associate with businesses, organizations or individuals known to conduct themselves in a manner that is incompatible with our mission.
12. Host agrees to indemnify and hold harmless Program and the sponsor organization Jannus Inc. from any and all third party claims made in connection with the hosted fundraiser. A certificate of insurance may be requested from Jannus.
13. Events/campaigns involving the sale of tickets or merchandise that employs salespeople on a commission basis will not be approved.

All hosted fundraising event requests will be considered individually. The Program reserves the right to refuse involvement with or cancel an event for any reason.

Thank you for choosing to support the vital work of Jannus and this Program! It is through generous community gifts such as these that we are able to ensure there will always be someone here to help Idahoans when they are in need. If you have any questions or suggestions please contact Wendy Young, at [wyoung@jannus.org](mailto:wyoung@jannus.org) or (208) 813-3071.