

## Hosting a Fundraiser for A Program of Jannus

### Idaho Suicide Prevention Hotline

Thank you so much for wanting to host an event or fundraiser for a Program of Jannus! We welcome and greatly appreciate requests from individuals, organizations and corporations (“Host”) to hold benefits or special events on behalf of the Idaho Suicide Prevention Hotline.

We have found a few things really help fundraisers be successful. These guidelines have been developed to help you plan your event or fundraiser in the easiest and most trouble free way possible.

1. Programs really appreciate **3 weeks advance notice** of your event. With advanced notice we can try to ensure coordination with program staff and posting on the event calendars, Website, Facebook, and Instagram. This also allows time to coordinate asking for donations or sponsorships and avoid duplicated efforts from individuals, organizations, and businesses.
2. Sometimes fundraisers can cost money to make money. Jannus and the Program are not able to finance expenses related to a fundraising event, such as renting space, paying fees, or buying food. We can also not assume responsibility for any debts incurred.
3. Any event or fundraiser you host needs to include the use of the Program logo and the Program name in all event promotion. To make sure there are no mistakes or missed information the Program needs to approve the material prior to printing, or posting.
4. Because of tax rules we will need to know if you are selling tickets, and if you are asking for donations on our behalf, we can only promote them as tax deductible if our Fiscal staff has reviewed it.
5. Sorry but we cannot support events/campaigns involving the sale of tickets or merchandise that employs salespeople on a commission basis.
6. One last thing to consider - organizers of events must conduct themselves in a manner that is compatible with the Program’s mission and hold harmless the Program and Jannus from any third party claims. 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 yours 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, Development Director at [wyoung@jannus.org](mailto:wyoung@jannus.org) or (208) 813-3071. With your support someone will always be here to answer the phone, to listen, and to help when Idahoans are in crisis.