



## Laurel House Special Events Guidelines

Thank you for your interest in conducting a fundraising event which will benefit Laurel House. As Montgomery County's only comprehensive domestic violence agency, we are so grateful for the donations from our community members that have sustained our work since 1980! In addition to the donations, the information about domestic violence and the help that Laurel House can provide is invaluable

Your event will allow Laurel House to continue its mission *to advocate for and empower those impacted by domestic violence by providing crisis intervention, safe haven, supportive programs and resources; as well as advance social change through preventative education and through community training and collaboration to foster a coordinated response to domestic abuse.*

**As a nonprofit organization, we are obligated by law to ensure that all special events conducted on our behalf are carried out in a manner consistent with the regulations of the IRS and the Commonwealth of Pennsylvania.** In order for that to occur, we ask for your support and cooperation with the following guidelines:

1. The event must be appropriate to Laurel House's mission and preserve its name;
2. The event must comply with all municipal, county, state and federal regulations;
3. The sponsoring group or organization will assume all costs of the event or activity (including, but not limited to: rental fees for event location; production and printing costs of event invitations and materials; postage; food and beverage costs);
4. If time permits, we will make every attempt to list your event in our newsletter, social media, and website. Laurel House must be provided with a copy of any publication, press release, flyer, etc. in advance that mentions Laurel House specifically. Laurel House retains the right to review any communications mentioning Laurel House;
5. Laurel House mailing and email lists are confidential and will not be released;

6. When requested in advance, we will make every effort to have a speaker available at the event. We regret, however, that we cannot always guarantee a Laurel House representative will be able to attend every event;
7. Guests, participants, and/or donors will not receive a letter of tax deductibility from Laurel House unless all event fees are made payable to Laurel House and the monies involved in the event are made payable to Laurel House. We will comply with all rules as required by the IRS for reporting the value of any goods or services received for a donation to a fundraising event;
8. Proceeds raised must be submitted to Laurel House within 30 days of the event of activity, for accounting purposes.

**We are so appreciative of you choosing Laurel House as the beneficiary of your event. We want to partner with you to make this event as successful as possible. Therefore, we ask that you contact us and provide us the requested information as least 30 days prior to the event.**

**Furthermore, it is our policy to have each organization or individual complete and sign the enclosed event outline/agreement in order to make sure that your goals are achieved and your time rewarded. Please return the signed copy of this agreement to the address below. The individual named as the contact for the event will be contacted upon receipt of this form. For questions contact Liz Lyons at 610-277-1860 ext. 106**

***Liz Lyons, Development Coordinator  
Laurel House P.O. Box 764, Norristown, PA 19404  
Fax: 610-277-6425  
Email: [llyons@laurel-house.org](mailto:llyons@laurel-house.org)***



*Thank you again for choosing Laurel House as the beneficiary of your event. In order to help us support you in making this event successful, we ask that you provide us the requested information below:*

**Date of Event:** \_\_\_\_\_

**Name of the Event:** \_\_\_\_\_

**Location of the Event:** \_\_\_\_\_

**Organizing Contact Person:** \_\_\_\_\_

**Contact's Email and Phone Number:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

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

**City, State, & Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Day of Event Contact Person & Cell Phone:** \_\_\_\_\_

**Brief Description of Event:** \_\_\_\_\_

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

Request Laurel House literature: \_\_\_\_\_

Request a representative/speaker from Laurel House: \_\_\_\_\_

***I have read through the attached guidelines and agree to comply with them:***

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Entered on spreadsheet: \_\_\_\_\_