



Outside Fundraiser Guidelines & Procedures

We would like to thank you for your interest in fundraising for the Battered Women's Shelter of Summit & Medina Counties. To make certain your fundraiser is a successful partnership with our agency, we request that you read through and adhere to the following guidelines and procedures. The intent of these guidelines is that they be used as a reference tool as you plan your event to allow BWS to manage third party fundraisers in a productive and organized manner. Any questions should be directed to Brittany at 330-374-0740 or BrittanyP@scmcbws.org.

1. The Battered Women's Shelter mission is to lead the community in prevention of domestic abuse by providing emergency shelter, advocacy and education throughout Summit & Medina County, all in the effort to break the cycle of abuse and help promote peace in every family. As you plan your event please keep our mission in mind.
2. Please fill out the Outside Fundraiser Proposal Form, sign and send back to BWS at least ONE MONTH prior to your event. Please send this form by mail to Brittany Paliswat, 974 East Market Street, Akron Ohio 44305; by email BrittanyP@scmcbws.org; or by fax 330-374-0119.
3. Use of the BWS name and/or logo is reserved for events that receive approval by submitting the above mentioned Outside Fundraiser Proposal Form. Our name and logo are important to BWS, and to use our agency name and logo to publicize your event we ask that you commit to raising \$250.00. However, events planning to raise less than \$250.00 can use our agency name by stating "Proceeds of this event are going to the Battered Women's Shelter".
4. All promotional materials for your event that include our agency name and/or logo must be approved before they are used or sent to the public. We ask that you include the % of net proceeds that BWS will receive from your event on all promotional materials. All materials must be sent to Brittany at BrittanyP@scmcbws.org for approval prior to printing or publishing.

5. Agreeing to host a fundraising on our behalf implies you or your organization will be assuming responsibility for ALL costs associated with the event.
 - a. BWS will NOT be responsible for any costs, including but not limited to, staffing the event, sending and/or tracking invitations, selling tickets, advertising on any of our social media sites, or any other administrative tasks. We are thankful for your help, but we do not have enough resources to provide assistance with all these tasks.

6. How will BWS help you?
 - a. Approved events will be uploaded to our Upcoming Community Events Calendar located on our website.
 - b. BWS will provide agency materials at your event.
 - c. BWS can offer to have a representative at your event to host a resource table and/or speak on our behalf
 - i. We do require a 30 day notice for a speaker and/or representative to be present at your event. All of these requests should be included on your Outside Fundraiser Proposal Form.

7. After the conclusion of your event, you are asked to transfer monetary gifts to BWS within 30 days. Checks should be made payable to Battered Women's Shelter and state clearly in the memo line the name of your event. They can be mailed to 974 East Market Street, Akron Ohio 44305. Credit Card or Cash donation can be submitted by making arrangements with Brittany at 330-374-0740.

8. In kind donations can be arranged for drop off preferably on Tuesday & Thursday's between 9am-4pm. However, if other arrangements need to be made contact Brittany at 330-374-0740. BWS DOES NOT have a pick up service.

9. Additional questions, please contact Brittany Paliswat at BrittanyP@scmcbws.org or 330-374-0740.

We appreciate your generosity in helping us bring peace to families in our community! We wish you much success in your planning!