

<p>SafeHouse Denver, Inc. Third Party Event/Initiative General Information and Guidelines</p>

THANK YOU for your interest in supporting SafeHouse Denver through a third party event or initiative. We appreciate your desire to raise money and awareness to assist women, children and youth in reclaiming their right to a life free of domestic violence. We have established the guidelines below to assist prospective third party sponsors through the planning process and to protect the interests of both the third party and SafeHouse Denver. We hope you will find them clear and helpful but encourage you to contact Shannon Boltz at (303) 302-6126 or sboltz@safehouse-denver.org with any questions prior to completing a third party application.

✓ All third party event or initiative applicants must clearly state a specific percentage of net revenue or a specific dollar amount that they will contribute to SafeHouse Denver. For example, \$1 of every item sold or 20% of ticket sales.

✓ All promotional materials such as invitations, press releases, fliers, email messages, posters and so forth must be approved by a member of the SafeHouse Denver Development Department before they are printed, distributed or publicized in any way.

✓ Materials cannot include any wording that suggests endorsement of a product by SafeHouse Denver.

✓ Third parties may not claim that the SafeHouse Denver is sponsoring or endorsing their event or initiative in any promotional material or publicity.

✓ Upon written approval of your third party application, you may include the following statements in any promotional materials: ***XXX proceeds (i.e. state a specific percentage or all proceeds) will benefit SafeHouse Denver.*** Alternatively, you may also state a specific dollar amount, for example: ***XXX dollars of each ticket sold will benefit SafeHouse Denver.*** In most cases, SafeHouse Denver can approve the use of our logo for use in preapproved promotional materials.

✓ Hosts are expected to cover all expenses for any third party event/initiatives. SafeHouse Denver cannot acknowledge in kind donations for your event as charitable gifts made to the organization. SafeHouse Denver may be able to provide in kind donors with a stewardship letter thanking them for their support of your event but they will not be able to use this for tax-deduction purposes.

✓ We ask that all events be mindful of SafeHouse Denver's mission and be respectful to women, all ethnic groups, religious groups and sexual orientations. We also ask that events discourage drinking and driving. Please note that as a domestic violence services organization, we are unable to benefit from events that raise money solely through the consumption of alcohol. (i.e. Third Party will donate \$2 for every beer consumed)

✓ SafeHouse Denver will advise you if your event or initiative requires that you provide comprehensive general liability insurance in the amount of one million dollars (\$1,000,000) which covers liability for bodily injury, property damage or death arising out of your third party event or activity. If this insurance is required, you must also list 'SafeHouse Denver, Inc.' as Additional Insured's on your policy solely with respect to the event/initiative. The event or activity will not be approved until the certificate is received at our Administrative Offices.

Please return your completed third party application to Shannon Boltz, sboltz@safehouse-denver.org. Again, thank you for your interest in supporting SafeHouse Denver.