

Dear Advocate,

Thank you for your interest in Cleveland Rape Crisis Center. We appreciate your support and generosity. It is because of outstanding friends like you that Cleveland Rape Crisis Center can continue to support survivors, promote healing and prevention and advocate for social change throughout Northeast Ohio.

Included are documents to assist you in your fundraiser. The information includes guidelines, policies and procedures and tips to help make your event successful. Before you start planning your event, please review and submit the application and event guidelines form. This helps us guarantee consistency and quality in activities that ultimately help survivors and their supporters.

The funds raised through your event help provide life-changing and life-saving services and programs that reach more than 64,000 people each year. For questions, please contact me at tressat@clevelandrcc.org or 216-619-6194 Ext. 106.

Thank you again for your efforts!

With gratitude,

Tressa Trodden
Events and Annual Fund Manager



Thank
You

FAQ's Third-Party Events

What is a third-party event?

Third-party events are fundraising efforts that members of the community plan, manage and run to benefit Cleveland Rape Crisis Center. These fundraisers help raise critical dollars for our programs that reach thousands of people each year.

How will Cleveland Rape Crisis Center use the funds raised by my event?

Cleveland Rape Crisis Center will use the funds for your event to continue to provide life-changing and life-saving programs to those affected by rape and sexual abuse. Cleveland Rape Crisis Center provides services including a crisis and support hotline, hospital support, victim assistance, counseling, prevention, education and more. Cleveland Rape Crisis Center provides all services free of charge to our clients.

If you would like your donation to go toward a specific program or service, please notify staff before your event.

What is the submission and approval process for my event?

To submit your fundraising event for approval please fill out the forms on pages X and X and return to Tressa Trodden, Events and Annual Fund Manager at tressat@clevelandrcc.org. Once the forms are submitted please allow up to 5 business days for approval.

What types of events can Cleveland Rape Crisis Center can/ or cannot support?

Cleveland Rape Crisis Center is happy to support any event that lines with our mission; supporting survivors of rape and sexual abuse, promotes healing and prevention and advocates for social change. Cleveland Rape Crisis Center is not able to support any event tied to a political organization, certain products, services, political parties or political issues.

What type of support can I expect from Cleveland Rape Crisis Center and its staff?

Cleveland Rape Crisis Center is happy to provide marketing materials for all events such as service information, brochures, flyers, and small promotional items. We are also happy to send a representative to your event if he/she is available on the event date and time. All staff requests must be made at least 30 days prior to the event.

How should I deliver my donation to Cleveland Rape Crisis Center?

Please make checks payable to Cleveland Rape Crisis Center and deliver to:
The Halle Building
1228 Euclid Ave., Suite 200
Cleveland, Ohio 44115

You are also welcome to drop off the donation at any of our other office locations.

Will my event donors receive an acknowledgment letter for tax purposes?

Cleveland Rape Crisis Center would be happy to send any donor an acknowledgement letter provided we have the name, address and amount of the donation.

How will Cleveland Rape Crisis Center help promote my event, can I use your name and logo on my marketing materials?

Cleveland Rape Crisis Center is happy to provide our logo for use on event materials to help promote your event. Please e-mail tressat@clevelandrcc.org to request a design file. All communications about your event, including but not limited to; press release, electronic marketing, and advertisements must be approved prior to production and release. All communications about the fundraiser should clearly state a third party sponsors it with proceeds benefiting Cleveland Rape Crisis Center. **Materials including but not limited to; press release, electronic marketing, and advertisements must be approved prior to production and release.**

Can Cleveland Rape Crisis Center provide any fundraising prospects or donors I could reach out to for support?

Unfortunately, Cleveland Rape Crisis Center is unable to provide any fundraising support for your event. This includes sponsor and/or donor prospects, mailing addresses, or e-mail addresses of donors.

Questions? Please contact Tressa Trodden at tressat@clevelandrcc.org



Cleveland Rape Crisis Center Event Ideas

- **Online Fundraiser:** Run an online campaign to collect funds, this can be done through The Center's platform or through Facebook. Set a goal and build excitement through email and social media.
- **Host a Party:** Host a party with a brief presentation by CRCC. You can charge admission and/or ask for donations from attendees. It can be a birthday party, anniversary, holiday or other celebration, or a cocktail party for no other reason than to show your support.
- **Jeans Day:** Organize a jeans day at your organization with proceeds going to Cleveland Rape Crisis Center.
- **Wellness retreat:** Host an event and incorporate a wellness or selfcare activity such as Yoga, Pilates, or guided meditation. Guests will enjoy taking time for themselves and also helping a great cause.
- **Host a Night Out:** Work with your favorite restaurant, bar, bowling alley or bocce court to host a night out with a portion of sales going to Cleveland Rape Crisis Center. You and your team can recruit friends, family and coworkers to attend anytime that night and mention your campaign to get credit, or you can organize more of a party event, such as a game night, adding in other fundraising opportunities such as door prizes, raffles and contests.
- **Raffle:** A fifty/fifty raffle or get donations from the businesses you frequent. Raffles can be stand-alone initiatives over a period of weeks, or in conjunction with an event, or both. Recruit a team to help with ticket sales.
- **Bake Sale:** Coordinate a bake sale with friends or family to show your support.
- **Shopping Spree:** Work with merchants to present a shopping spree day with a portion of sales benefiting the Center. You can add a reception, provide a "passport" to be stamped by each store to win a prize, other fun details.



Third Party Fundraiser Application and Agreement

Thank you for your interest in organizing a third party fundraiser to benefit Cleveland Rape Crisis Center! We are grateful for your support. A third party fundraiser is any activity organized by a non-affiliated group or individual in which Cleveland Rape Crisis Center has no financial responsibility and little to no staff involvement.

In order to preserve the reputation of Cleveland Rape Crisis Center in our community and ensure understanding between the organizer and our staff, Cleveland Rape Crisis Center must approve in advance all third party fundraisers which make use of Cleveland Rape Crisis Center's name, logo, or materials. Please complete this form and agreement **prior to promoting your fundraiser**.

For questions, please contact Tressa Trodden, Manager of Events and Annual Fund, at (216) 619-6194 x106 or tressat@clevelandrcc.org. Thank you for your interest and support!

Event Organizer Information

Contact Name: _____ Organization (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Fundraiser Details

Name: _____ Date and Time: _____ Location: _____

Description: _____

Source(s) of Income (i.e. ticket sales, sponsorships, auctions): _____

Expected Fundraising Total: _____

Means of Promoting (i.e. social media, print ads, emails): _____

If other charitable organizations will also benefit from this fundraiser, please list all such beneficiaries and how the proceeds will be apportioned to each beneficiary. _____

Would you like any Cleveland Rape Crisis Center materials for this fundraiser? ☐ yes ☐ no

Would you like a staff member/volunteer to attend your event? ☐ yes ☐ no

If yes to materials and/or a representative, please complete the materials and representative request form.

Additional Details: _____

Third Party Fundraiser Guidelines

1. All third party fundraising activities benefiting Cleveland Rape Crisis Center (CRCC) must submit an Agreement and receive approval by CRCC before promotion or initiation of the fundraiser.
2. CRCC reserves the right to deny approval of a third-party fundraiser if it feels the fundraising may conflict with its mission or damage its community standing.
3. The third party fundraiser must be financially self-sustaining without reliance on or liability to CRCC.
4. All communications and materials about the fundraiser should clearly state a third party sponsors it with proceeds benefitting CRCC (e.g. Alpha Psi Omega's Annual Bake Sale **to Benefit CRCC**)
5. CRCC cannot guarantee media coverage for third party fundraisers and requires that any media interactions be approved by CRCC before their initiation.
6. CRCC cannot guarantee employees and/or volunteers will be available for the event. Request for staff/volunteer assistance should be made in the Third Party Fundraiser Agreement.
7. All donations must be submitted within 30 days of the fundraiser to ensure proper recognition.
8. CRCC reserves the right to inspect the financial records of the Third Party regarding the funds collected as the result of the fundraiser.
9. CRCC reserves the right to terminate the Third Party Fundraiser Agreement at any time if it determines that a termination is in its best interest.

Terms of Agreement

I understand that:

- All fundraisers to benefits Cleveland Rape Crisis Center must be approved prior to the fundraiser and any promotion.
- Cleveland Rape Crisis Center must approve all publicity and promotional materials that include the organization's name or logo prior to their release.
- By completing and submitting this Application and Agreement, I am confirming that I have read, understood, and accepted the above Guidelines.

Signature

Date



Sample Fundraising Request Letter

Date

Dear (INSERT NAME OR ORGANIZATION NAME HERE)

My name is XXX and I am organizing a fundraiser for Cleveland Rape Crisis Center.

I'm asking for your support to make this event a success. It is my hope you will join me in helping Cleveland Rape Crisis Center create lasting change in our communities. With your support the Center will continue to provide life-saving and life-changing services to survivors of rape and sexual abuse.

Cleveland Rape Crisis Center continues to be the only local agency providing comprehensive support to survivors; including counseling services, victim assistance in the justice system, and 24-hour text and chat abilities. The Center reaches over 64,000 people each year in Cuyahoga, Geauga, Lake and Ashtabula Counties.

Thank you for considering this important cause and ensuring survivors have a place to go when they need help.

Sincerely,

(YOUR NAME)

Sample Thank you Letter to Donors

Date

Dear < Donor Name >

Thank you for your generous support of my fundraising efforts for Cleveland Rape Crisis Center. I really appreciate that you are joining me to support survivors of rape and sexual abuse.

Your generosity helped raise (INSERT AMOUNT RAISED) to ensure those who need Cleveland Rape Crisis Center's services can access them. Your contribution will allow the Center to continue to provide education and prevention programs, Justice System Advocacy, 24/7 Crisis support and healing therapy services.

Thank you again, every donation makes a difference. Together, we can create change and help provide life-saving and life-changing services for those who need it most.

Sincerely,

(INSERT YOUR NAME)

Event Name/ Location:

Event Date:

Event Organizer:

Total Raised/Purpose:

CASH					
Currency	Quantity	Multiply			Total
	(5 ones, 2 tens etc.)				
Pennies		x	\$0.01		
Nickles		x	\$0.05		
Dimes		x	\$0.10		
Quarters		x	\$0.25		
Half Dollars		x	\$0.50		
Silver Dollars		x	\$1.00		
Ones		x	\$1.00		
Twos		x	\$2.00		
Fives		x	\$5.00		
Tens		x	\$10.00		
Twenties		x	\$20.00		
Fifties		x	\$50.00		
Hundreds		x	\$100.00		
CASH GRAND TOTAL:					
Cash Handler SIGN OFF (Print Name &Initial):					

CHECKS	
Number of Checks :	Checks Grand Total:
Cash Handler SIGN OFF (Print Name &Initial):	