

## THIRD PARTY EVENTS OVERVIEW

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### **Thank you for considering Dress for Success Oregon as the beneficiary of your upcoming event!**

We truly appreciate your efforts to help us promote the economic independence of disadvantaged women as they re-enter the workforce.

We are fortunate to receive numerous inquiries and proposals from companies, individuals and other groups who would like to support Dress for Success Oregon, but please note due to the size of our staff and limited resources, we are unable to be fully involved in all of the events that come to us.

Below you will find general guidelines to consider when hosting an event to benefit Dress for Success Oregon. Our brand name and logo are our greatest assets, and in order to protect and maintain their integrity we must be fully aware of their usage by other partners.

Please review the below guidelines as you prepare for your event. We will review your application and respond with a week to schedule a call and discuss whether or not we will be able to participate.

With our deepest gratitude,

Megan Fisher, Development Director  
Dress for Success Oregon  
1532 NE 37<sup>th</sup> Avenue  
Portland, OR 97232  
Email: [meganf@dressforsuccessoregon.org](mailto:meganf@dressforsuccessoregon.org)

### **GUIDELINES FOR THIRD PARTY FUNDRAISING EVENTS**

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We very much appreciate any and all supporter efforts to raise funds and awareness. For policy and legal reasons, we do distinguish between third party events and Dress for Success Oregon events. A third party event is defined as any event or activity that will benefit Dress for Success Oregon but is not sponsored by, insured by, or affiliated with Dress for Success Oregon.

#### **Dress for Success Oregon is able to provide the following support for third-party events:**

- Electronic materials about the organization and mission.
- Electronic DFSO logo files.
- Acknowledgement letters for tax records are mailed to all donations over \$25.
- Event planning tools including, template invites, receipts, guest sign in forms, etc.

### **Events with a guaranteed minimum financial donation of:**

- \$500 – are eligible to have a Dress for Success Oregon representative at your event.
  - \$1000 – will be promoted via Dress for Success Oregon’s social media postings on Facebook and/or Twitter.\*
  - \$2,000 – will be listed on the Dress for Success Oregon website’s “Upcoming Events” page.\*
  - \$5,000 – may be eligible for inclusion in the Dress for Success Oregon electronic newsletter, permitting the event falls within publication deadlines.\*
- \* includes benefits above.

### **Events with an in-kind donation Component:**

- If your fundraising event also includes an apparel/accessories drive, we are happy to provide you with receipts or promotional materials for your event if arranged ahead of time.
- All in-kind donations can be dropped off at the Dress for Success offices: 1532 NE 37<sup>th</sup> Ave, Portland, OR 97232, please check website for drop-off hours.

### **THIRD PART EVENT HOST RESPONSIBILITIES:**

As a third party event host, the responsibility for the event is in your hands. However, we do have a few requests that we’d appreciate your cooperation with.

- Please hold events, meetings and activities in keeping with the spirit and mission of Dress for Success Oregon (appropriate, legal, and respectful).
- Dress for Success Oregon must review and approve all promotional materials prior to production or distribution including, but not limited to, press releases, invitations, brochures, letters and flyers.
- All promotion of the event must clearly state that your event is not hosted by Dress for Success Oregon.  
Example Text: “This is a third party event, generously planned and hosted by a supporter of Dress for Success Oregon.”
- Please be sure to research all rules, regulations and laws that may apply to your event based on the city, state & venue.
- For raffles, please double check your state and local raffle laws to ensure that you are in compliance.
- Third party event hosts are responsible for logistics, promotion, event funding and any legal liability requirements.
- Third Party Events are not sponsored by, insured by Dress for Success Oregon.
- All checks should be made payable to Dress for Success Oregon.
- When handling funds at events, never leave money unattended.
- Dress for Success Oregon sends a tax acknowledgement letter to any donor who writes a check for \$25 or more (we mail the letter to the address on the check).
- The Dress for Success Oregon tax exempt status is not allowed to be extended to your vendors.