



## St. Mary's INTERFAITH Community Services Event Standards & Guideline Agreement

*Thank you for your interest in hosting an event to benefit  
St. Mary's Interfaith Community Services.*

St. Mary's Interfaith has earned a public image of integrity and quality. In order to ensure that this perception is maintained and all events are in line with our mission and focus, we ask that you comply with the Event Standards and Guideline Agreement of St. Mary's Interfaith.

When third party events are planned to benefit St. Mary's Interfaith Community Services, this form must be signed by the Event Organizer. It is the responsibility of this person to share this information with all appropriate parties.

1. Fundraising events must comply with all statues and ordinances (federal, state, and municipal) that affect or apply to the event.
  2. An event sponsored by a third party must not involve the sale of inherently dangerous merchandise such as fireworks, weaponry, etc.
  3. The Event Organizer will obtain and be responsible for all permits, licenses, and clearances from the appropriate authorities associated with the event. This includes, but is not limited to, liability and liquor licenses.
  4. In naming the event, St. Mary's Interfaith Community Services should be listed as a beneficiary. St. Mary's Interfaith Community Services' name should not appear in the title of the event or be used in a manner that may appear as a trademark or endorsement of merchandise sold by the sponsor.
  5. The Event Organizer will assume any responsibility for promotion and/or publicity of the event.
  6. St. Mary's Interfaith Community Services will approve all promotional items used with the event. Promotional materials using the name St. Mary's Interfaith Community Services will contain language similar to "Net proceeds to benefit St. Mary's Interfaith Community Services."
  7. The usage of the St. Mary's Interfaith Community Services logo will be exclusive for this project only and for no other use. Unspecified use of the logo will result in revocation. St. Mary's Interfaith Community Services will maintain a file of all approved projects and associated print materials.
  8. All checks must be made payable to St. Mary's Interfaith Community Services to ensure that all donors' receive appropriate tax credit for their donations. If checks are made payable to another entity besides St. Mary's Interfaith we are not able to provide a tax receipt for the donation.
  9. Within 30 days following the completion of the event, all proceeds benefitting St. Mary's Interfaith Community Services should be delivered to St. Mary's Interfaith along with a final accounting of all funds collected. If funds are to be delivered later than 30 days after completion of the event, please inform St. Mary's Interfaith Community Services of the projected date.
- St. Mary's Interfaith  
545 W. Sonora St.  
Stockton, CA 95203*
10. No fees, commission or salary may be taken by the sponsor of the event.
  11. No bank account can be opened in the name of St. Mary's Interfaith Community Services.

*While we would like to accommodate all the needs of those working to bring awareness to our mission in the community, we are unable to provide our mailing list to third party event organizers, solicit challenge or sponsorship gifts, provide clients as speaker(s), place event information in the our newsletter, guarantee or provide media coverage, or guarantee attendance of donors, vendors, board members, staff members, or others affiliated with St. Mary's Interfaith Community Services at the event. We apologize for any inconvenience this may cause.*

# Event Standards & Guideline Agreement

## Event Details

### Contact Details

Name of Group/Company/Individual planning event: \_\_\_\_\_

Name of the Event Organizer: \_\_\_\_\_

Primary Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

### Event Details

Event Name \_\_\_\_\_ Event Date \_\_\_\_\_

Event Start Time \_\_\_\_\_: \_\_\_\_\_ A / P Event End Time \_\_\_\_\_: \_\_\_\_\_ A / P

Location of the event: \_\_\_\_\_

Physical Address of the Event \_\_\_\_\_

Briefly describe what will take place at/during the Event: \_\_\_\_\_

How will funds be raised? \_\_\_\_\_

How will funds be allocated? \_\_\_\_\_

How many attendees do you expect to have at your Event? \_\_\_\_\_

Is there a theme to the Event? If so, please describe. \_\_\_\_\_

Is the Event: \_\_\_ Open to the Public \_\_\_ By Invitation Only (Ticket Price (if applicable) \$ \_\_\_\_\_)

If your Event requires any licenses, insurance, permits, etc please list them. \_\_\_\_\_

*\*\*Please note that the Event Coordinator is responsible for acquiring all licenses, insurance, or permits, etc.*

How will the Event be publicized? \_\_\_\_\_

Please list any sponsors affiliated with the Event \_\_\_\_\_

Please list your requests for St. Mary's Interfaith Community Services participation (staff attendance, volunteers, etc.) \_\_\_\_\_

Please specify how you would like the funds from your event to be distributed:

\_\_\_ Unrestricted Funds: Used for the greatest needs of St. Mary's Interfaith Community Services

\_\_\_ Medical Program

\_\_\_ Dental Program

\_\_\_ Kitchen and Dining Room Program

\_\_\_ Social Services Program

\_\_\_ Clothing and Hygiene Center

*The organization(s) sponsoring the event assumes all risks and liabilities associates with the Event and hereby releases and holds harmless St. Mary's Interfaith Community Services and its directors, staff members, agents, and successors from and against any and all claims, damages, liability, costs, and expenses, including reasonable attorney fees arising out of or which may occur in conjunction with the Event, including, without limitation, any personal injuries or damage to property which may occur in conjunction with the Event.*

\_\_\_\_\_  
Event Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Edward Figueroa, CEO

\_\_\_\_\_  
Date

**Please Mail or Fax this form to the following:**  
St. Mary's Interfaith Community Services  
Attention: Director of Development  
545 W. Sonora St., Stockton, CA 95203  
(209) 467-7795 Fax

*We deeply appreciate your support and selecting St. Mary's Interfaith to benefit from your event. If you have any questions or would like further information regarding St. Mary's Interfaith Community Services please contact Selina Carreon, Director of Development, at (209) 467-0703 or [scarreon@st.marysinterfaith.org](mailto:scarreon@st.marysinterfaith.org).*