



PROTECTING AND NURTURING CHILDREN AND FAMILIES
CRISIS NURSERY • CHILD DEVELOPMENT CENTER • FAMILY SERVICES

Rules and Regulations

1. The Crittenton Centers' name, logo and/or letterhead may not be used by any individual or organization to solicit prizes, sponsorship, underwriting or cash donations from another organization in order to support the event, promotion or sale. The use of the name of the Crittenton Centers' may not be used in any way without written permission. **The official logo may not be used without prior written approval from the Development and Marketing Director.**
2. The Crittenton Centers' will not solicit prizes for your event.
3. The organizer must register the event with the Crittenton Centers' at least six (6) weeks in advance of the event.
4. An individual, company, or organization may not offer, on behalf of the Crittenton Centers', free tickets, advertising, or mentions in the event programs in exchange for cash donations, sponsorships, or underwriting.
5. Contributions to the Crittenton Centers' are tax deductible less the value of goods and services received. This must be stated on the event invitation or promotion. Items sold at the event are not tax-deductible.
6. The Crittenton Centers' cannot guarantee media coverage (television, radio, or print). Contact with the media about the event or promotion may be made, provided that the host communicates with the Crittenton Centers' about or regarding contacts or arrangements that are made. The Crittenton Centers' does not purchase advertising to promote third-party events.
7. The Crittenton Centers' is not responsible for providing liability insurance for the event. Event organizers shall indemnify and hold harmless the Crittenton Centers' from liabilities, losses, and expenses arising from the event or promotion.
8. The Crittenton Centers' cannot serve as the fiscal agent for the event, ie. Crittenton Centers will not pay expenses for the event. In addition, event organizers must comply with all local and state laws and purchase any necessary permits and licenses.
9. The Crittenton Centers' cannot guarantee employees and/or volunteers will be available for the event. Requests for staff/volunteer assistance at the event should be made at the time of the proposal.
10. The Crittenton Centers' reserves the right to approve any additional sponsors which are considered.
11. A minimum of seventy-five (75) percent of the gross proceeds of the event must be donated to the Crittenton Centers'. A financial statement must be presented, along with the proceeds, within thirty (30) days of the event's conclusion. The expenses for your event should not exceed 25% of your total revenue. In order for proper gift letter to be given to 3rd Party host.

