

Formerly Children's Care Hospital and School and South Dakota Achieve



Thank you for your interest in LifeScape. We appreciate your support and generosity. It is because of our partnership with friends like you that LifeScape can continue to promote independence for children and adults with disabilities and help them reach their fullest potential.

We are excited that you have chosen the people we serve to benefit from your fundraising efforts. Through your efforts, LifeScape will also be able to increase awareness to those who may not be familiar with the services and programs we provide.

Third-party fundraisers can include anything from a ride, walk, or run, to blue jeans days, car washes, golf tournaments, donations in lieu of party gifts, or any other creative idea you may have. Whatever your event/party, we hope it is a success!

This packet offers suggestions to help you structure a successful fundraiser. In order to ensure the LifeScape name and image are used appropriately, we ask that third-party fundraisers abide by a few guidelines. Your cooperation will help us guarantee consistency and quality in the events that help people with disabilities.

Thank you for your efforts!

This packet includes:

- Event Application
 - Contact Info
 - About Your Event
 - Funding and Donation Information
- Event Guidelines
- Tips for making your event a success

Third Party Event Application (Page 1)

Contact Information

Name of Organization (if applicable) _____

Contact Person _____

Contact Address _____

City _____ State _____ Zip _____

Contact phone (day) _____ (evening) _____

Email address _____

About your Event

Title of event _____

Event Date _____ Time _____

Event location _____

Address _____

City _____ State _____ Zip _____

If location is a business, will there be an admission charge? **Yes** **No**

By invitation only? **Yes** **No**

Open to the public? **Yes** **No**

How will your event be promoted (flyer, radio, etc.)? _____

Will you use social networking to promote the event? **Yes** **No**

Please list which social networking avenues you will use: _____

Third Party Event Application (Page 2)

Please provide a description of your event (include another sheet if necessary): _____

Why did you choose LifeScape as the beneficiary of your event? _____

Funding and Donation Information

Are there beneficiaries other than LifeScape? **Yes** **No**

If so, whom? _____

Estimated: Expenses \$ _____ Revenue \$ _____ Proceeds \$ _____

Date funds will be donated to LifeScape: _____

Unless otherwise requested, proceeds of your event will go where the greatest need exists at LifeScape. If you prefer event proceeds go to a particular area, please specify here: _____

Do you plan to seek gifts/sponsorships from local corporations or foundations? **Yes** **No**

If yes please list names and addresses (attach additional sheets if needed) _____

Dollars raised previously through this event
(please list date and amount raised) skip if N/A

Date _____ \$ _____

Date _____ \$ _____

What are your needs from LifeScape, if applicable? (see "How we can help" on following page) _____

We appreciate your time and generosity and wish you great success with your event.

If you have questions, please feel free to contact us.

Third Party Event Guidelines


- Before distribution to the public, all event-related publicity featuring the LifeScape name and logo must comply with LifeScape graphic standards (including print, broadcast and web)
- If LifeScape will not receive all event proceeds, then it must be stated clearly in all publicity and collateral materials that a portion of the proceeds will benefit LifeScape.
- In order to avoid conflicting fundraising efforts, please notify LifeScape before you solicit any donations for your event, including underwriting, sponsorship or in-kind gifts (such as donations of food, printing services, etc).
- Contributions are tax-deductible only if they are made directly to LifeScape Foundation, not the third-party fundraiser (unless they are a 501(c)3 charitable organization).
- Event proceeds should be submitted to LifeScape within 30 days after the event to receive proper recognition and tax acknowledgement.

How we can help

At LifeScape Foundation, we want your efforts to be successful and will do what we can to help, including:

- Acknowledge direct contributions to LifeScape
- Provide and approve the use of our logo (as appropriate for your event) to ensure proper reproduction and usage according to our graphics standards
- Assist donors in directing contributions toward areas of special interest or areas of need within LifeScape
- Provide a letter of authorization to be used to validate the authenticity of the event and its organizers, if you wish
- Provide appropriate recognition of fundraising efforts on our website
- Promote the event on our website, Facebook page and other appropriate media

LifeScape is very fortunate and grateful to be the beneficiary of numerous community fundraising efforts. Due to federal regulations and LifeScape Foundation policy, we are unable to:

- Extend our tax exempt status to you. If a donor requires proof of our tax-exempt status, we can supply directly to them
 - Offer funding or reimbursement for expenses
 - Share mailing lists of donors or vendors
 - Provide LifeScape letterhead
 - Provide insurance coverage
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Tips for a successful event

Make a plan

Choose an event that fits the size, interests, talents, goals and time availability of you and your community. Think date, time, venue, anticipated participants. Avoid major holidays or other events that may affect event attendance. Give yourself plenty of time to organize.

Let us know about your event

Once you know what kind of event you want to do, please fill out the event application so we can help make it a success.

Crunch the numbers

How much will it cost for supplies? What should you charge to attend? It's a good idea to find the answers to these kinds of questions to help you better plan your event. As you're looking at potential sources of income and donations, you may want to set a goal and remember to keep expenses low.

Shout it from the rooftops

Develop a plan for generating buzz. Local newspapers and radio stations may help, but don't forget church or employer bulletins. Use social media like Facebook and Twitter to promote. There are also an abundance of online community calendars out there. Submit your information to those that seem to be a good fit or ask us for help submitting.

Don't forget to say thanks

Remember to thank volunteers and attendees for helping make your event successful.