



*Everyone deserves  
a safe home*™

## FUNDRAISING GUIDELINES

Before you conduct a benefit for Coburn Place, you must first review and agree to adhere to the following guidelines. You must also submit your proposal for review and receive approval before proceeding. Expect follow-up from staff throughout.

- 1) **Prior Approval:** Any fundraising project/event benefitting Coburn Place must be approved in advance by the Development Department. If the event is approved, all marketing material must also be approved in advance by the Development Department.
- 2) **Beneficiary:** Coburn Place is the beneficiary of your third party event, not its sponsor.
- 3) **Financial Risk:** Your benefit must be financially self-sustaining without contribution from or financial risk to Coburn Place. You are responsible for any incurred expenses of the fundraising event or project.
- 4) **Gaming Activities:** If your event includes charity gaming activities, you must obtain the proper licenses from the Indiana Gaming Commission.
- 5) **No Tax Advice:** Please refrain from providing tax advice to project/event contributors.
- 6) **Alcohol:** If alcohol is present at your benefit, Coburn Place requires proof of age and accompanying signage be posted.
- 7) **Legal Obligations:** You are responsible for obtaining all necessary permits, licenses, insurance, and permission from local authorities. Coburn Place is not liable for any injuries sustained by volunteers or participants related to an event. Coburn Place cannot assume any type of liability for your fundraising event or project.
- 8) **Rights Reserved:** Coburn Place reserves the right to cancel a fundraising project or event at any time if it is determined that the project does not honor Coburn Place's mission, vision, or core values.

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