



In-Kind Donation Drive Proposal

Thank you for your interest hosting a donation drive to benefit the Marjaree Mason Center (MMC). It is community members like you that help us to fulfill our mission to support and empower adults and their children affected by domestic violence, while striving to prevent and end the cycle of abuse through education and advocacy.

MMC is honored to accept funds raised by individuals, organizations, or businesses who engage in fundraising activities. Such events are considered "third party" events meaning that, you and/or your organization are solely responsible for the planning and promotion of the event. MMC will not be responsible for debts incurred by those using MMC's name for fundraising events.

IN-KIND DONATION DRIVE PROPOSAL FORM

Individuals, organizations or businesses requesting to host a donation drive using Marjaree Mason Center's name as recipient of proceeds must first complete a Donation Drive Proposal Form. MMC can only accept items that are within our In-Kind Donation Policy, please make sure the items in the proposed drive meet this policy. MMC reserves the right to decline participation in any proposal that does not fall within our mission or does not reflect our agency or our clientele in a positive light. This also includes our right to withdraw at any time our name from affiliation with a sponsoring organization or event if determined it is not in the best interest of MMC.

PUBLICITY & MATERIAL APPROVAL

All promotional material that contains our name or logo must be approved by MMC. The sponsoring organization must send a sample of all materials for approval prior to final approval and distribution and/or printing. You are welcome to request media inquiries for your event/activity pending approval. For all media inquiries regarding MMC, please contact the center at 559-237-4706 or e-mail communications@mmcenter.org.

Please return your application along with all materials included in the event for review to the Marjaree Mason Center. Upon approval, a signed copy of the agreement will be returned to you.

**YOUR APPLICATION MUST BE APPROVED BY MMC PRIOR
TO PUBLICIZING OR HOLDING AN EVENT.**

**IN-KIND DONATION DRIVE COMMITMENT FORMS MUST BE SUBMITTED
NO LATER THAN 30 DAYS PRIOR TO YOUR EVENT**

PRIVACY STATEMENT Marjaree Mason Center is committed to protecting the privacy of personal information in our possession. The information collected on this form will be used by MMC staff strictly to contact you about this event.



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Contact Information

- Individual Service Club Other: _____
 School Corporation

Company/Organization Name:	
Address:	
City/State/Zip:	
Primary Contact Person Name:	
Primary Telephone Number:	
Primary Contact Email:	
Secondary Contact Person Name:	
Secondary Telephone:	
Secondary Email:	
Website/Facebook Page:	

Donation Event Information

- One-time Annual Ongoing

Event Name:	
Event Type:	
Date and Time of Event:	
Location/Address:	
Items to be collected/donated:	
# of Items Expected to be donated:	
Expected Attendance/Participation:	
Expected Donation to MMC:	
MMC Outreach Materials Needed:	

How will items be collected? (where, when, and by whom)

Describe event and items donated in detail.



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What inspired you to hold this event to benefit the Marjaree Mason Center?

Have you participated in any other fundraising event for MMC? If so please provide event details.

Are you currently involved with other Marjaree Mason Center programs or activities? KNOW More, Men's Leadership, etc.

Have you hosted other events for other Non-Profits? If so please provide organization, event details, included donated amount or quantity of items.

Would you like to request MMC staff to attend? *Participation of MMC staff must be agreed to 4 weeks prior to event date. We will do our best to accommodate your request.*

Public Relations Information

Will the publicity be handled by a professional agency? If so, please list the agency.

Briefly describe the proposed publicity plan for the event/program Social Media (Facebook, Instagram, Snapchat), News Media (Press Releases, Media Invited), Fliers, Mailers, etc. Please include samples of all proposed publicity:

Does your organization plan on using the name of Marjaree Mason Center and/or logo in your advertising materials? If so, please review Publicity & Material Approval on page 1. All materials featuring the name or logo of Marjaree Mason Center must be approved by MMC before publication and distribution.



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In order to keep administrative costs down, we ask that you collect and deliver the In-kind Donations. Please outline the name and date of the event along with any other pertinent information.

Agreement for Donation Drive Benefiting Marjaree Mason Center

_____, the sponsoring party, agrees to organize and implement a special event/program on _____ to benefit Marjaree Mason Center. The special event/program shall be described and referred to publicly as follows:

- The sponsor agrees to use the authorized name of Marjaree Mason Center in media and printed materials relating to the special event.
- The sponsor will present all marketing/promotional material for review and approval by MMC at least 30 days prior to the event.
- No cost or liability associated with this event shall be incurred by MMC.
- MMC agrees to provide the sponsor with recognition commensurate with the level of giving as set forth in its Donor Recognition Policy.
- The sponsor agrees to handle any monetary transaction and to present the proceeds to MMC within 30 days following the event.
- The sponsor will provide staffing and volunteers for the special event.
- The sponsor will handle registration needs.
- The sponsor will obtain all necessary permits, licenses or insurance.
- The sponsor agrees to follow MMC receipting policies that adhere to the Internal Revenue Service.
- The sponsor agrees to review and follow the Marjaree Mason Center In-Kind Donation Policy.

Public Image Policy

Independent Special Events or third-party fundraisers are a very important component of the fundraising activities of MMC. Beyond the funds raised, these events increase awareness of MMC and bring new support to MMC.

In order to ensure Independent Special Events have a positive impact on our public image, the following policies must be followed:

1. The MMC logo is a registered trademark; unauthorized use is prohibited.
2. Official tax receipts will only be used in accordance with the Internal Revenue Service guidelines. The final decision to issue official tax receipts rests with MMC.
3. If the event is cancelled the sponsor will notify MMC immediately.
4. When possible, please supply names and addresses to MMC of donors to ensure they are appropriately recognized their donation.
5. Please refer all questions regarding our mission and other important MMC information to our website or our printed material.
6. All media appearances shall be referred to the Marjaree Mason Center.

_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Approved By	Signature	Date