



Hosting An Event Is As Easy As 1-2-3:

1. Carefully read these guidelines and the Q&A.
2. Submit event application and any requested documentation.
3. Host your successful event (upon approval) and send in your event contribution!

General Information

Senior Independence and the OPRS Foundation are grateful to have your voluntary support! The following guidelines are categorized for your easy reference.

How We Will Help You:

- We will walk you through the application process and answer your questions. Contact Kathie Gannon at (513) 582-1844 or kgannon@corp.oprs.org to discuss your event.
- The OPRS Foundation will provide a letter of authorization to validate the authenticity of your fundraising event in support of Senior Independence Hospice.
- We will provide an acknowledgment letter to the event organizer.
- You will have access to the Event Promotion Kit with downloadable logos, fliers and more. With advance notice, we will supply other appropriate materials to be displayed at your event if they are cost effective and available.

What To Do:





- Fill out the event application and submit to the OPRS Foundation 60 days prior to the planned event.
- Obtain any permits, licenses or insurance required for your event.



- Provide evidence of liability insurance appropriate to the activity. Contact your insurance agent and ask that OPRS Foundation and Senior Independence be added to the event organizer's insurance as an additional named insured.
- Please understand that you are solely responsible for the planning, staffing and funding of your event.
- Keep accurate records for your event, including revenue and expenses.
- Your event contribution will generally be your net proceeds (event income less your expenses) or a percentage of your gross receipts.
- Please maintain accurate records of the event including all receipts and expenses to verify your event contribution. OPRS Foundation and Senior Independence reserve the right to review and audit all records related to the event.



GUIDELINES

-  In the event an individual elects not to participate in your event but wishes to donate with a check payable to Senior Independence Hospice, then the event organizer will send those donations directly to the OPRS Foundation for deposit immediately following the event. The OPRS Foundation will send a gift acknowledgment letter directly to these individuals.
-  Send a check for your event contribution payable to OPRS Foundation at the above address within 60 days of the conclusion of the event. Make sure that your check is clearly marked that it is in support of Senior Independence Hospice.
- The OPRS Foundation reserves the right to deny any application for a fundraising event.

Other Considerations

We understand that your interest in hosting a Friends & Family Fundraising Event is based on good intentions and a desire to help others. However, as a not-for-profit organization, we must take care to ensure that events are consistent with our mission, policies and public image. Please adhere to the following guidelines to help make certain that your good intentions have good outcomes.

Communications and Publicity

- We are glad to support your event by providing you with an Event Promotion Kit, accessible at www.oprsfoundation.org/kit. If you do not have Internet access, we are happy to take your request by phone and mail you the appropriate materials.
-  Send OPRS Foundation drafts of all publicity, brochures, material and/or souvenirs you plan to use for the event, if any.
-  Any use of logos, names or trademarks for OPRS Foundation and Senior Independence (other than unaltered Event Promotion Kit materials) must have prior approval. Please submit copies of these items to the OPRS Foundation three weeks prior to your event to ensure ample approval time.
- Privacy is respected. OPRS Foundation and Senior Independence do not release donor names or contact lists of any constituency to outside groups for any reason.
- In your publicity, Senior Independence Hospice must be positioned as the beneficiary of your event. Publicity cannot suggest that the event is being sponsored or co-sponsored by Senior Independence Hospice, or that Senior Independence Hospice is involved in any way except as the beneficiary.
- The suggested way to describe the involvement of Senior Independence Hospice is to list the event name followed by “benefiting Senior Independence Hospice” or “to benefit Senior Independence Hospice.”
- Publicity must clearly state how Senior Independence Hospice is benefiting from the event, such as “net proceeds” or “a percentage of sales.”
- The Senior Independence Hospice logo must only be reproduced in its original colors or black and white, as accessed from the Event Promotion Kit. This logo must not be altered in any way.

GUIDELINES

Legal Matters

- OPRS Foundation and Senior Independence is not liable for any injuries sustained by event volunteers or participants related to a Friends & Family Fundraising Event benefiting Senior Independence Hospice and cannot assume any type of liability for said event.
- OPRS Foundation and Senior Independence do not insure sponsors of fundraising events.
- The event organizers are responsible for obtaining any necessary permits, licenses or insurance required. Please remember that you must conform to government regulations at all levels.
- Alcohol permits may not be obtained in the name of OPRS Foundation or Senior Independence, but may indicate that the event is for the benefit of Senior Independence Hospice.
- Neither OPRS Foundation nor Senior Independence may be a party to any contract or service agreement. OPRS Foundation reserves the right to review all contracts and related material to ensure compliance with this policy. We recommend that no contracts or service agreements be signed by the event organizer before event approval is granted.
- The State of Ohio does not permit individuals to hold a game of chance, including raffles, 50/50 drawings, bingo and others. As noted below, only qualifying nonprofit organizations that comply with state regulations may hold such events.

Financial Considerations

- Neither OPRS Foundation nor Senior Independence can provide financial assistance for fundraising events.
- Accounts may not be opened in the name of, or on behalf of, OPRS Foundation and/or Senior Independence for any reason.
- If Senior Independence Hospice is designated as, or portrayed to the public as, the sole beneficiary, Senior Independence Hospice should receive the entire event contribution. If any other not-for-profit organization is an additional beneficiary, this information must be clearly stated in all event materials.



GUIDELINES

Please understand that we cannot approve the following events:

- Events that require financing from OPRS Foundation or Senior Independence.
- Events that involve a professional fundraiser, telemarketer and/or an agreement to raise funds on a commission, bonus or percentage basis.
- Events that consist of door-to-door solicitation of any kind.
- Events that fail to comply with any municipal, county, state and/or federal law.
- Events that require our endorsement or marketing of a product or service, or our participation in the direct sale of a product or service.
- Events that refer to tobacco or alcohol in the title.
- Events that promote a political party, candidate, or appear to endorse a political activity.
- Events that reflect discrimination on the basis of race, ethnicity, religion, nationality, or sexual preference, or are promoted by organizations associated with such discrimination.

Guidelines For Nonprofit Organizations

Nonprofit organizations have unique requirements when holding events supporting Senior Independence Hospice. In addition to the previous guidelines, nonprofit organizations must adhere to the following:

- We encourage you to determine that the event you are planning is consistent with your nonprofit and tax status and complies with applicable federal and state laws and regulations.
-  The nonprofit organization must provide evidence of liability insurance appropriate to the activity in order for approval to be granted. Contact your insurance agent and ask that OPRS Foundation and Senior Independence be added to your policy as named insured. Send a copy of your certificate of insurance to the OPRS Foundation.
-  Copies of any permits or licenses required for your event, including liquor license, must be sent to the OPRS Foundation prior to the event.
- The only game of chance that certain nonprofit organizations are permitted to conduct is a raffle, and at least 50% of the gross proceeds must be paid to the OPRS Foundation. Section 2915.092 of the Ohio Revised Code (ORC) sets forth the State of Ohio's raffle rules. Section 2915.10 sets forth the record-keeping requirements that are the responsibility of the event organizer. The Ohio Attorney General regulates charitable gambling. Please visit www.ohioattorneygeneral.gov/Services/Non-Profits/Services-for-Bingo for access to the law, regulations, forms and services relating to games of chance, including raffles.