



Community Event Guidelines

Questions?
Call Us Today!
239-204-5804

We are so grateful you have considered fundraising for Valerie's House. Below you will find some helpful hints and important information to get you started!

*To help you run a successful fundraiser, **WE CAN:***

- Provide and approve use of our logo, as appropriate.
- Offer advice and expertise on event planning and fundraising.
- Give you tips for online and social media fundraising.
- Provide information about Valerie's House as well as brochures and other appropriate program and marketing material.
- Acknowledge direct contributions to Valerie's House through thank-you letters.

*Depending on the specific event and timing, **WE MAY BE ABLE TO DO:***

- Add to publicity about your event through Valerie's House social media channels.
- Send a representative to setup and oversee a Valerie's House promotional table and make thank-you remarks.

*Here are some things **WE CANNOT DO:***

- Guarantee attendance or involvement of our staff, board members, or volunteers.
- Guarantee a tax exemption for anyone donating cash, items, or services to your event.
- Provide a certificate of insurance and permits for events required by local, state and federal laws.
- Provide Valerie's House letterhead stationery.
- Offer funding for your event or reimbursement for your expenses.
- Share Valerie's House mailing lists.
- Endorse any type of raffle in Valerie's House's name.
- Act as "host" on social media events.

Next Steps

Thank you, again. Valerie's House depends on community support to help keep our services free for families. Please **fill out our Community Event Request Form and mail to PO BOX 1955, Fort Myers, FL 33902 or email to jenniferc@valereshouse.org. A Valerie's House staff member will be in touch with 24 hours to confirm receipt of your request! Final event approval is expected with 5 days for most event requests.**