



Third Party Guidelines

Thank you for your support and interest in helping Loaves & Fishes. The mission of Loaves & Fishes is to provide food and leadership in the community by uniting and mobilizing resources to empower people to be self-sufficient.

The following guidelines are intended to support individuals, social and community groups in hosting a special event to benefit Loaves & Fishes:

- Community events and projects must be approved and sanctioned by Loaves & Fishes and must be approved on an annual basis for events repeating in succeeding years. The use of the Loaves & Fishes name will be granted once the event is approved.
- Community events and projects must be financially self-sustaining without contribution or financial risk to Loaves & Fishes. Loaves & Fishes is not responsible for expenses associated with the event.
- All sponsors must be pre-approved by Loaves & Fishes to ensure there are not conflicts with other key event sponsors or donors currently supporting the organization in other areas.
- Donations are requested to be received within 30 days of the completion of your event or project.
- If circumstances warrant, Loaves & Fishes may opt out as a beneficiary of the event or project at any time with no obligation.

Community events and projects must comply with the following:

- Usage of the Loaves & Fishes logo requires a minimum cash donation of \$500.
- All community fundraising projects that require promotional visibility (e.g. invitations, ads, flyers) must have approval by Loaves & Fishes prior to using the organization name and/or logo.

To support your event or project, Loaves & Fishes will offer:

- Acknowledgement of event organizer for direct contributions.
- Language regarding Loaves & Fishes and organizational materials (i.e. brochures).
- A letter of support to validate the authenticity of the community event or project and its organizers.
- Pre-event social media and website promotion (requires a minimum cash donation of \$500).
- Event attendance by a Loaves & Fishes staff member when mutually agreed upon.

If you wish to sponsor a special event or promotional activity to benefit Loaves & Fishes, please complete this form and submit it. After review, a staff member from Loaves & Fishes will contact you.

Submit forms and direct all questions to:

Diane Ramonas, Donor & Community Relations Manager
Loaves & Fishes Community Services
1871 High Grove Lane, Naperville, IL 60540
P: 630.355.3663 x107 E: dramonas@loaves-fishes.org
loaves-fishes.org



Loaves & Fishes

Ending Hunger  Empowering Lives

Third-Party Special Event Application	
Primary Contact Information	
Organization Name	
Contact Name and Title	
Email Address	
Mailing Address	
City, State, Zip Code	
Phone	
Event Information	
Start and end date of event	
Event Location/Address	
Briefly describe the event/activity. <i>Please include description of fundraising proceeds (percentage of ticket or raffle sales, corporate donation, etc.)</i>	
Projected Total Income/Donation Projected Total Attendees/Participants	
Please describe proposed publicity for the event/activity.	
Please list any recent projects you have sponsored, date of project and its beneficiary.	
Would your organization use the Loaves & Fishes name or logo?	<input type="checkbox"/> YES (name) <input type="checkbox"/> YES (logo)
What level of participation do you expect from Loaves & Fishes?	
I agree to the Third-Party Special Event Guidelines	<input type="checkbox"/> YES
<i>Note: All promotional materials Loaves & Fishes' logo and organization information must be approved prior to distribution.</i>	
For Office Use Only: Request Reviewed By: Participation: Date:	