



1080 NW Saltzman Rd, Portland, OR 97229

503-644-0043 • library.cedarmill.org • cmldevelopment@wcccls.org

Third Party Fundraiser & Event Guidelines

Thank you for your interest in supporting Cedar Mill and Bethany Community Libraries Association's mission:

Provide our community an open door to the joy of reading, lifelong learning and personal enrichment, with emphasis on the literacy development of children.

We at CMBCLA want your fundraising activity to be successful and we will do the following to assist you:

- Meet with you to discuss your needs and goals for your event/campaign.
- Provide any requested information, brochures, and/or promotional materials (as needed.)
- Provide a letter of authorization to validate the authenticity of the event & its organizers.
- Provide tax receipts to donors who make checks payable to CMBCLA.

We are unable to provide:

- Insurance or liability coverage.
- Patron or donor lists.
- Funding or reimbursement of your expenses.

We reserve the right to deny any application for fundraising activity that does not complement the mission of, or project a positive image of, CMBCLA.

Guidelines:

- A 3rd Party Event Application must be completed and submitted to CMBCLA at the address or email below at least two weeks prior to the proposed fundraising activity.
- Approval will be granted on a per event/promotion basis.
- Permission MUST be given by CMBCLA to use our name/logo in conjunction with your event, fundraiser, campaign or promotion. CMBCLA MUST APPROVAL ALL PUBLICITY such as graphics, flyers, print ads, and radio/TV spots prior to distribution.
- Copies of publicity materials may be submitted to cmldevelopment@wcccls.org, mailed to the address below or delivered to Cedar Mill Community Library.
- Publicity, promos, etc. may not imply that the event is sponsored or co-sponsored by CMBCLA unless expressly stated by CMBCLA.
- CMBCLA must be notified if another organization will benefit from your event or campaign.
- The event or campaign name must be followed by "in support of," "to benefit," or "proceeds to" Cedar Mill and Bethany Community Libraries and

may include our official CMBCLA logo.

We require that participants/attendees be informed of the exact amount their participation will benefit CMBCLA. Specific disclosure statements can take the form of these examples: "All donations collected will go directly to CMBCLA" "50% of each ticket sold will benefit CMBCLA." "10% of total purchases from 5p-9p will benefit CMBCLA." NOTE: the statement which best describes your event must appear on all advertising/publicity. Applications for fundraising events without a specific disclosure statement will not be approved.

Volunteers: CMBCLA's ability to provide volunteers to support a 3rd party fundraising event is limited. This is an opportunity for your group or business to help our organization and its mission. Volunteer and staff will be provided on an individual event or campaign basis. Requests for staff or volunteer help must be submitted at least 30 days prior to the event date.

Liability: CMBCLA, staff, volunteers and all related entities are not liable for any injuries sustained by event participants related to an event benefitting CMBCLA.

Donation Proceeds: Donation proceeds should be submitted to CMBCLA within 30 days from the date of the event or end date of a fundraising campaign.

Questions and application submissions may be directed to:

Cedar Mill and Bethany Community Libraries Association

Development and Communications Department

cmldevelopment@wccls.org

Phone: (503) 644-0043 x121

Fax: (503) 644-3964

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Cedar Mill & Bethany Community Libraries

12505 NW Cornell Road Suite 13, Portland, OR 97229-5688

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Third Party Fundraiser & Event Application

Business/organization name (if applicable) _____

Name of individual managing event/campaign _____

Phone _____ Email _____

Address _____

Website _____

Date(s) of event or campaign _____ to _____

Event location (if applicable) _____

Social media profiles or pages that event/campaign will be promoted or featured on (if applicable)

Facebook _____

Instagram _____

Youtube _____

Pinterest _____

Other _____

Description of event/campaign

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