



## **NOVA Third Party Fundraising Guidelines**

NOVA is always grateful for the generosity of community members who provide gifts of time and money. We rely on the support of organizations and individuals like you so we are able to make a difference in the lives of our victims. Please take a moment to read through our Fundraising Guidelines.

### **General Information:**

NOVA is extremely proud of our record of service and the image it portrays to the public. For this reason, NOVA allows its name to be used only in circumstances and for activities that are compatible with its mission and are consistent with the image of our organization. Third-party fundraising events should not directly conflict with an existing NOVA fundraising event.

***What is a third party fundraiser?*** A third-party fundraiser is when an outside organization, business, or individual plans and executes an event to benefit NOVA.

***Why do I need to complete the attached form before planning our event?*** The staff and Board of Directors of NOVA would like to have a record of the individual events that are taking place to benefit our organization. This will also let us know how we can best assist you.

***What percentage of the funds generated will stay in Bucks County?*** 100%! Every penny generously donated to help victims of crime in Bucks County will remain at NOVA.

***How do we specify that the event will benefit NOVA?*** Your event must indicate that NOVA is the beneficiary of the event and that you are hosting the event (*i.e. proceeds from \*event name\* will benefit NOVA*). NOVA is unable to endorse sponsors, products or businesses/organizations.

***Will other organizations also benefit from the event?*** Please make that clear in the promotion of the event. All recipient agencies should be clearly listed.

***May we use NOVA's logo?*** We encourage you to use the logo, but you will be asked to follow certain policies, and we reserve the right of final approval of all materials utilizing our logo or name.

***We would like to obtain sponsors to underwrite the event.*** It is recommended that any potential corporate or organizational underwriting sponsor contacted be pre-approved by a NOVA representative. This will ensure there is no conflict with other key event sponsors or donors currently supporting NOVA for other events.

## **NOVA Support:**

***Will NOVA supply staff/volunteers for our event?*** Since we have a small paid staff and limited access to volunteers, we will request volunteers to help, but you should plan on recruiting your own volunteers to provide the people power for your fundraiser.

***What materials will NOVA provide?*** We can provide brochures and handouts for your event. We request that any materials not distributed be returned to NOVA.

***Can a representative speak at our event or to our business/organization?*** We will make every effort to schedule a volunteer or staff member to speak about the services we provide and the difference our programs make in Bucks County. A minimum of three weeks advance notice is asked to fulfill the request.

***How will the event be insured?*** It is the responsibility of the third party to obtain any necessary permits for the event and general liability insurance.

## **Collecting donations/funds:**

***Donation guidelines.*** You may not state or imply that funds from selling goods and services are fully tax deductible. Only the amount above and beyond the value of an item is tax deductible. See [www.irs.gov](http://www.irs.gov) for further information. Your organization/business is responsible for abiding by IRS regulations regarding donations and proceeds.

***Collection of funds:*** Your donation should be submitted to NOVA within 30 days of the event. You are required to donate the full amount of net proceeds (after expenses) raised on NOVA's behalf. We cannot be held responsible for any financial losses. It is highly recommended that records be maintained of expenses incurred.

***Checks:*** Any checks that are made payable directly to NOVA must be sent to Network of Victim Assistance at 2370 York Road, Suite B1, Jamison, PA 18929, and will not, under any circumstances, be signed over to the sponsoring organization.

## **Additional Questions or Concerns:**

If you have any additional questions or concerns that are not addressed above, please do not hesitate to contact Mike Marshall, Development Assistant at 215-343-6543 ext. 6611 or [Mike.Marshall@novabucks.org](mailto:Mike.Marshall@novabucks.org).