



## GUIDELINES FOR PLANNING A FUNDRAISING EVENT TO BENEFIT THE OPEN DOOR

- 1) The Open Door– prior to use by the event organizer – must approve any use of The Open Door’s name, and/or program. This rule applies to all invitation copy as well as advertising and promotional activities.
- 2) The Open Door must approve – prior to printing or distributing – all invitation copy, advertisements, or other activities related to the event.
- 3) Events must comply with all federal, state and local laws governing charitable fund-raising, gift reporting and special events.
- 4) The Open Door is not financially or otherwise liable for the promotion and/or staging of fundraising events by any third-party organization or individual. The sponsoring organization/individual may not incur any financial or other obligations on behalf of The Open Door.
- 5) Third-party fundraising organizations/individuals must provide insurance certificates as required by local, state and federal laws. The Open Door cannot be held responsible in any way for casualties and/or situations that occur at your fundraising event/promotion.
- 6) Massachusetts has strict regulations governing raffles and gaming events carried out for charitable purposes. To legally conduct any gambling activity or “game of chance” in Massachusetts, including raffles, bazaars, and “Las Vegas Night” events, an organization/individual must obtain a permit from the clerk of the city or town in which the event will take place. Applications must be filed at least thirty (30) days prior to the event, and are accepted only from organizations legally recognized as not-for-profit that have been actively functioning in the state for at least two years. Event organizers may obtain more information on the rules governing the conduct of raffles and other “games of chance” in Massachusetts by contacting:

Department of the Attorney General  
Division of Public Charities  
One Ashburton Place  
Boston, Massachusetts 02108  
Phone: (617)727-2200

- 7) If the sponsoring organization/individual plans to solicit contributions, sponsorship or in-kind gifts from area businesses, the list of potential business sponsors must be reviewed and approved by The Open Door before being approached in any way.

- 8) If The Open Door will not be receiving all of the net proceeds from the event or promotion, then the exact percentage of the proceeds to benefit The Open Door must be stated clearly on all advertising, promotional and print collateral.
- 9) The sponsoring organization/individual must submit event net proceeds, made payable to The Open Door, within sixty (60) days following the event.
- 10) Under no circumstances may an individual or organization keep any portion of the net proceeds as profit or compensation for organizing the event.
- 11) The sponsoring individual/organization must seek approval from The Open Door to repeat the event in each succeeding year.

**How The Open Door can help you:**

- Offer advice and expertise on event planning
- Provide and approve the use of The Open Door name and logo
- Provide a letter of authorization to be used to validate the authenticity of the event and its organizers.
- Help promote your event, where appropriate, through The Open Door publications, social media, or the website
- Acknowledge and provide tax receipt for contributions to The Open Door
- When appropriate and negotiated, assist in promoting an event by mailing collateral material to The Open Door held mailing lists

**What The Open Door cannot do:**

- Provide staff or volunteer support for your event or promotion (unless negotiated in advance)
- Provide The Open Door tax exemption # for making any purchases related to your event
- Provide funding or reimbursement for expenses
- Provide insurance or liability coverage
- Provide mailing lists of donors, staff, volunteers or vendors
- Provide The Open Door stationary
- Guarantee attendance of donors, staff, volunteers or vendors at the event or promotion
- Guarantee corporate sponsorship or in-kind contributions