



## Carousel Child Advocacy Center 3<sup>rd</sup> Party Fundraising Guidelines

The Carousel Center (dba Carousel Child Advocacy Center-CCAC) welcomes the support of individuals, groups, organizations, and families of CCAC's services and programs. Please read the following fundraiser guidelines when planning an event or activity to support CCAC.

Carousel Child Advocacy Center's mission is to support healing, promote justice, and foster resilience in children victimized by physical or sexual abuse and to improve our community through education, prevention, and advocacy.

### Things to Remember

- CCAC **must** approve any fundraising event before contributions can be solicited in the name of the organization, and the event may not conflict with the mission of the agency or applicable law.
- CCAC's name and/or logo **cannot** be used to promote a third-party event without prior approval by the Center. All approved third-party fundraisers should submit to the CCAC a draft of all printed or promotional materials, including any for use on social media, which include the CCAC's logo and/or name **prior** to printing, promotional or social media use.
- CCAC recognizes the complex dynamics that the use and abuse of alcohol may play in the abuse of children or other family members. Therefore, CCAC encourages groups/organizations/entities who wish to sponsor fundraising events for the benefit of the agency to include a comprehensive plan for the legal and responsible consumption of alcohol, with commensurate measures in place to assure safe transportation for individuals who attend and consume, as well as options for non-alcoholic beverages for designated drivers. **CCAC's Executive Committee of the Board of Directors must approve any potential fundraiser where alcohol is present.**
- CCAC assumes no legal or financial liability associated with third-party events.
- Third-party events may not conflict with or compete with an existing CCAC fundraising event.
- CCAC reserves the right to refuse funds raised from a third-party event should the event be deemed to have violated any applicable state, federal or local laws, Center policy or be in direct conflict with the Center's mission.

### CCAC Can Provide...

- A letter of authorization to validate the authenticity of the fundraising event.
- Informational brochures or fact sheets about the CCAC's programs and services.
- Event appearance by a member of the CCAC's Team to receive proceeds or thank the group, based on availability. Such appearances must be scheduled in advance.
- Use of the CCAC's logo and name upon review and approval of event and materials.
- Written tax receipts to donors who make checks payable **directly** to the CCAC. When tax receipts are requested for cash donations, the third-party event organizer is responsible for collecting the names, addresses, donation amounts and contact information of the donors and submitting them electronically to the CCAC within thirty days of the event.
- Promotional listings as available. Possible listing locations if space allows, including CCAC's website, social media, and newsletter.

**CCAC Cannot Provide...**

- Assistance in soliciting sponsorship revenue or donations, handling mailings, attending committee meetings, recruiting volunteers or attendees, and collecting monies.
- CCAC's tax-exemption number for making any purchases related to your event.
- Guaranteed volunteer, board member, or staff attendance at the event.
- Access to donor lists or contacts.
- Responsibility of any nature or kind associated directly or indirectly with the event, including but not limited to expenses, purchases, insurance, or liability coverage.

**Event Organizers Are Responsible For...**

- Payment of all event expenses
- Event publicity
- Fully and truthfully stating the portion of the proceeds which will be donated to CCAC in all advertising, promotions and in all contact with donors, sponsors, and participants. If less than 100% of the net proceeds will be donated, any other recipients of proceeds must also be listed in the promotional materials.
- Including an educational component with information about CCAC and child sexual/physical abuse and/or neglect. At a minimum, CCAC information must be available to anyone attending an event through a visible display of agency brochures.
- Providing the CCAC with a summary of results relevant to the event program within 60 days of the end of the event.

Approved by the CCAC Board of Directors on May 9, 2017.



## Carousel Child Advocacy Center 3<sup>rd</sup> Party Fundraiser Application Form

*After submitting the following form, you will receive a response from the CCAC Development Team within five business days. If you have questions, please contact the Development Director at 910-254-9898. Business hours are M-F, 8:30 a.m. – 5:00 p.m.*

**(Please print/type clearly)**

**Fundraiser/Benefit Name:**

**Organization/Group/Entity Name:**

**Street Address:**

**Mailing Address (if different from above):**

**Contact Person:**

**Contact Phone Number:**

**Contact Email Address:**

**Please briefly answer the following:**

- Describe the fundraiser/benefit/event, including event location, date, time, and entry fee, if applicable.
- What is the approximate dollar amount you hope to donate to CCAC?
- Will alcohol be served and/or consumed during this event? **YES/NO** If yes, please explain.
- Describe any activities/tasks/promotions that CCAC Team may be expected to complete/provide/attend.
- How will this fundraiser/event include an educational component for those attending or participating?

**I/We agree that the information provided above regarding our proposed fundraiser/event is true to the best of our information at this time. I/We have reviewed “Carousel Child Advocacy Center’s 3<sup>rd</sup>-Party Fundraising Guidelines,” understand them and are willing to comply fully with them.**

By: \_\_\_\_\_  
Signature of Responsible Party from Fundraising Organization

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Signature of Carousel Center Development Director/ED/Board Chair

\_\_\_\_\_  
Date

**Please complete form, sign, & submit by:**

Scan/email to: [stephanie.borrett@CarouselCenter.org](mailto:stephanie.borrett@CarouselCenter.org) AND [laura.pawlewicz@CarouselCenter.org](mailto:laura.pawlewicz@CarouselCenter.org)

FAX: 910-254-9818

Mail signed original to:

Carousel Child Advocacy Center, Inc., Attn: Development Director 1501 Dock Street, Wilmington, NC 28401

*(Approved May 9, 2017) (unapproved edits 7.22.2025 to update contact information and agency name)*