

Third-Party Event Guidelines

The Vermont Foodbank's resources are limited, but we like to help when we can. To ensure we provide the highest impact to Vermonters facing hunger in our work together, all third party events and promotions must meet the following guidelines:

1. The Vermont Foodbank cannot manage or coordinate volunteers for third party events.
2. Vermont Foodbank cannot share or sell its internal list of donors or supporters.
3. Vermont Foodbank cannot endorse any product or service.
4. The third party is responsible for money handling and processing at the event, unless otherwise agreed upon by Vermont Foodbank.
5. If only a portion of the proceeds will go directly to Vermont Foodbank, the organizer must clearly disclose to purchasers, participants, etc. the percent of the proceeds that will go to Vermont Foodbank.
6. Events and promotions must provide positive exposure for Vermont Foodbank and hunger relief.
7. All publicity released to media referencing Vermont Foodbank involvement needs prior approval from Vermont Foodbank.
8. Vermont Foodbank will not supply funding to finance a third-party event or promotion and will not be responsible for debts incurred.
9. Vermont Foodbank is not responsible for recruiting promotion or event partners.
10. The fundraising event/promotion must have no conflict with government regulations or licensing. It is the organizer's responsibility to ensure the event is legal under federal, state and local laws and to obtain all required permits and licenses.
11. Vermont Foodbank cannot assume responsibility for the success of your event/promotion.
12. Vermont Foodbank is able to offer the following to approved events:
 - a. Use of our logo on event/promotion materials
 - i. Note that the Vermont Foodbank logo cannot be altered or changed in any way. This includes font, color, and ratios.
 - b. A Vermont Foodbank quote for your Press Release/Media Advisory
 - c. Event link on Vermont Foodbank website calendar of events
 - d. Social engagement and reshare in posts that tag Vermont Foodbank
13. Vermont Foodbank will offer the following on a case-by-case basis, depending on staff availability and your level of financial support:
 - a. Vermont Foodbank staff speaker at your event
 - b. Help promoting your event in the following ways:
 - i. Vermont Foodbank generated social media promotion
 - ii. Press Release/Media Advisory issued by Vermont Foodbank



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14. If event donors request a receipt and/or tax credit, we must receive their contribution as a check made payable to Vermont Foodbank. Please instruct the donor to include the name of the event on the memo line so that we can count it as part of your efforts.
 - a. Per IRS requirements, charities are required to deduct the value of goods/services received in exchange for a donation, and then disclose how much of that donation is deductible. For example, if a ticket to a dinner gala costs \$250, and the value of the dinner is \$80, then \$170 is tax deductible.

If your event meets these guidelines, and you are interested in submitting a proposal, please contact us at corporategiving@vtfoodbank.org.