



## **For Benefit of NLRM Event/3rd Party Fundraiser Policy and Procedures**

### **The Organization/Company/Vendor/Individual's part:**

- Submit a request in writing to NLRM for approval 60 days prior to event, including proposed timeline, description and date of event. If running a series or campaign, note start and end dates.
- If the Event started prior to notification, once aware of event a NLRM representative will contact above and provide the For Benefit Policy & Procedure as outlined below.
- Upon event approval, sign and return Vendor Donation Agreement to NLRM within 3 business days.
- NLRM Logo and other materials must be approved by NLRM prior to use.
- Include NLRM as co-host to any online/social media events, fundraising pages.
- All set up &/or deposit funds are to be provided by donor. Once event takes place, donor will deduct their expense and remit donation to NLRM.
- Request attendance by a NLRM representative at least 2 weeks in advance of the event, if applicable.
- If Board of Directors are requested to attend, provide at least 30 days notice of date.
- If you are providing volunteers, provide list of names, phone and email to [Info@NewLifeRefuge.com](mailto:Info@NewLifeRefuge.com) at least 3 business days prior to event, all will be required to sign Non-Disclosure and Release of Liability prior to participating.
- If volunteers needed, please request in writing at least 2 weeks prior to event.
- Proceeds/donations presentation at day of event or within 10 days following event.
- Checks to be made to: New Life Refuge Ministries.
- Mail checks to: PO Box 9157 Corpus Christi, TX. 78469

### **New Life Refuge Ministries' part:**

- We will co-market and promote the event in person and on Social Media sites.
- We will provide NLRM brochures and other informational handouts.
- We will provide program volunteers, if previously requested as above (if out of our area we may need assistance contacting area churches to request volunteers).
- We will assist however possible. Feel Free to reach out with questions.
- Call 361.946.6331 or email: [Info@NewLifeRefuge.com](mailto:Info@NewLifeRefuge.com) to submit requests in writing.