

Third Party Fundraising Guidelines

Thank you so much for your interest in hosting a fundraising activity in support of Barnabas! Events such as yours are important in our efforts to raise funds and spread awareness about our mission to change lives through disability ministry. Our goal is to keep our mission strong for future generations and you play a huge role in this. Thank you!

Event Application and Approval

Prior to planning your event, please carefully review the following guidelines. These ensure you are aware of potential needs or issues regarding your event and clarify how we can assist you in your efforts.

After reviewing Third Party Fundraising Guidelines, please email Debbie (debbie@campbarnabas.org) for final approval of your third party event. Annual events should be registered with Barnabas each year.

Marketing & Promotion

- Third-party events may not be represented as events sponsored by Camp Barnabas, Barnabas Prep, Barnabas Life or Barnabas Foundation.
- Promotions for the event should reflect Camp Barnabas as a beneficiary, and not conducting the event.
 - Example of Approved Use: “Proceeds from XXX Event will benefit Camp Barnabas” or “XXX Event Benefiting Camp Barnabas.”
 - Example of Non-Approved Use: “Camp Barnabas Fundraising Event,” “Event with Camp Barnabas,” “XXX Event Sponsored by Camp Barnabas,” “XXX Event Conducted on behalf of Camp Barnabas,” “Camp Barnabas Hosts XXX Event,” or “XXXX Fundraising Event with Camp Barnabas.”
- Any requests for the use of the Camp Barnabas logo, name or images must undergo approval. No outdated logos should be used.
- All promotional materials related to an event benefiting Camp Barnabas must be reviewed and approved by Camp Barnabas prior to distribution (flyers, press releases, tickets, brochures, posters, etc.).

Event Expenses & Financial Guidelines

- Camp Barnabas will not incur third-party expenses or provide any funds for third-party events or promotions.
- No bank accounts or holding accounts may be established under the Barnabas name.

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WWW.CAMPBARNABAS.ORG

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- The non-for-profit tax exempt status of Barnabas may not be used by the host organization to purchase items and materials with which to conduct the activity.
- All donation checks must be payable to “Camp Barnabas” or “Barnabas Foundation.”
- Only checks payable to “Camp Barnabas” or “Barnabas Foundation” and cash donations clearly labeled with donors information, will be provided with a tax deductible acknowledgement letter in accordance with IRS and state tax regulations.
- If you are deducting expenses before sending out net proceeds to Camp Barnabas, you should not state or imply to your donors that any funds given to you are tax deductible, and you should not use the word “donation” because it implies that they are tax deductible.
- Event organizer agrees to inform Camp Barnabas of any effort to recruit any major financial underwriters to ensure there is no duplication of underwriting efforts already underway.
- Following the event, organizers should submit funds, payable to “Camp Barnabas” or “Barnabas Foundation” and appropriate documentation from individuals and/or businesses regarding their financial donation.

Event Insurance & Liability

- Event organizers are responsible for obtaining any necessary permits and clearances required by local and state government.
- Event activities shall comply with state and federal laws and regulations.
- Camp Barnabas cannot be held liable for details associated directly or indirectly with the event, including, but not limited to: expenses, purchases, insurance or liability coverage.

How can Camp Barnabas help me?

We are very appreciative of third-party events. Camp Barnabas is able to provide:

- Advice and suggestions on event planning, as time allows.
- Approval of the use of the Barnabas name, logo and images.*
- Access to Barnabas promotional materials.
- Barnabas promotional banners**
- Online listing of event on Camp Barnabas website, if approved.
- A letter of authorization to validate the authenticity of the event and its organizers, if requested.
- Check presentations, if requested.
- Barnabas swag, as available.



- Acknowledge and provide tax receipts for contributions made payable and submitted to Camp Barnabas and Barnabas Foundation.
- A tour of camp to show what your generosity will help support, as available.

*Please allow Camp Barnabas staff five business days to review these materials.

**Event banners will be provided depending on availability.

Camp Barnabas is unable to provide:

- Assistance in soliciting donations, handling mailings, attending committee meetings, recruiting attendees and collecting monies.
- Our sales tax exemption number.
- Insurance or liability coverage.
- List of donors and/or vendors.
- Letterhead or stationary.
- Funding or reimbursement of your expenses.
- Publicity (outside of a calendar listing and post-event coverage in our e-newsletter).
- Guaranteed attendance of Camp Barnabas staff at event.

FREQUENTLY ASKED QUESTIONS

Can someone from Barnabas help me plan my event, attend, and/or speak at my event?

We are happy to provide guidance for your event, but we currently do not have the staff to handle the organizational and administrative tasks associated with third-party events. We will do our best to attend events supporting Camp Barnabas, but we cannot guarantee attendance of staff at your event. Thank you for understanding.

Can I use your Camp Barnabas (or other Barnabas related) logos?

Once your fundraising is approved, we will provide you with Camp Barnabas' logo for your marketing materials. We must review everything with our name and logo before it's printed or distributed. This includes the use of Camp Barnabas' logo on your website or your company's website.

Will my donors get a receipt?

Camp Barnabas cannot issue charitable tax receipts for donors or sponsors who make payments directly to your third-party event. If your donor wants a receipt, please be sure the check is made payable to "Camp Barnabas" or "Barnabas Foundation" and leave the check in



its original form before sending it. There are many complex regulations around distribution of charitable tax receipts. Issuing an inappropriate receipt can put our charitable tax status in jeopardy, so please do not promise any kind of receipt.

Where do I start?

When planning a fundraiser, establish a committee to help you plan and execute the event. Enlist support from your friends, family and other community organizations. Take lots of photos!

Can we have a check presentation at Camp Barnabas?

Yes, we can arrange for a check presentation to be held at our Springfield Office location. Please contact melissa@campbarnabas.org to schedule a time.

Send us Photos!

Email the best 3-5 photos from your event to andrea@campbarnabas.org.

Logo Use

The use of the Camp Barnabas logo is allowed for up to 30 days after your event. Please remove all logos from any materials after this time.

