



Camp Hobé Community Event Guidelines

Thank you for choosing Camp Hobé as a beneficiary of your fundraising event. Community support is key to our success and we recognize the efforts it takes to organize and hold an event on our behalf. We could not provide the magic of camp to children with cancer (& similar disorders) without your support!

In order to help your event run more smoothly, we have guidelines in place for fundraising events held on behalf of Camp Hobé. Please read them carefully, especially the section regarding tax receipts. If you have any questions, please do not hesitate to contact Christina Beckwith, Executive Director at 801-631-2742 or wapitimama@camphobekids.org

What Camp Hobé requests of community event organizers:

- Please contact the Camp Hobé office to register new events or update us on continuing events. The camp office must be aware of all events that are held in support of our program.
- It is the event organizer's responsibility to communicate to sponsors, participants, and the general public that Camp Hobé is not conducting the event, but is the event's beneficiary.

Camp Hobé can provide the following assistance once our office has approved an event:

- Advice and expertise on event planning.
- Event listing on our Facebook page.
- A support letter that validates the authenticity of the event / organizer, from date of issue until the event is complete.
- Limited supplies, such as information brochures, pens, and other promotional materials.
- Attendance of a Camp Hobé representative, when appropriate and available.

Camp Hobé cannot provide the following:

- Funding or reimbursement for event expenses;
- Donor or sponsor lists;
- Guaranteed attendance of staff, volunteers, or attendees at your event;
- Applications for licenses, such as liquor or insurance;
- Prizes, auction items, or awards;
- Tax receipts for cash or in-kind goods that were not directly received by the camp office (please also see information on tax receipts).

Other Guidelines:

- All events require completion and approval of a Community Event Agreement (see last page).
- All publicity (eg, media releases, print materials, promotional materials) for the proposed event must be approved by Camp Hobé prior to being printed, released, or otherwise disseminated.
- The Camp Hobé name and logo may not to be used by a Third Party / Community Event (eg, on a website or on promotional material), unless Camp Hobé has granted prior permission to the third party in writing.
- The event organizer will obtain all necessary permits, licenses, and insurance for the event at its own expense.
- Our office must receive all funds and tax receipt information (if tax receipts are pre-approved) within 30 days following the event.
- If the event is cancelled, please notify the camp office at least two weeks prior to the planned event date or at the organizer's earliest opportunity.
- Camp Hobé shall have the right at any time and for any reason to request that the community event organizer / Third Party cease use of the name Camp Hobé in connection with the event.
- Camp Hobé retains the right to review the financial statements and internal controls of the event.
- Camp Hobé will not assume any legal or financial liability at a community event.
- Camp Hobé is not responsible for any damage, or accidents to persons or property at a community event.

Community Event Guidelines – Tax Receipting

It is very important that you understand the rules about tax receipts **before** you plan your event. The requirements for receipting are extensive and time consuming. You may decide, in the end, that if only a small tax receipt can be issued, it may be better not to offer them at all.

It is your responsibility to communicate decisions about tax receipting to the event participants. Please be sure you have discussed your situation in detail with a Camp Hobé representative and that you are clear about what you can and cannot offer in the way of tax receipts.

Tax Receipting Guidelines:

Camp Hobé must adhere to all Internal Revenue Service (IRS) and Utah rules and regulations in order to retain our charitable status. We reserve the right to audit the records pertaining to any event in order to ensure compliance with these regulations.

Camp Hobé will only issue tax receipts for the amount of the actual donations received by the camp office. Tax receipts cannot be issued for funds used to cover the costs of the event, or for other administrative expenses incurred by the organizer.

Camp Hobé is permitted to issue tax receipts to individuals for the amount of any donation excluding the value of a tangible item or benefit the donor receives in return. For example, a benefit received might include dinner, alcohol, entertainment, retail value of auction item purchased, etc. Tax receipts are provided for donations of \$25 or more above the value of any tangible benefit (eg, donor contributed \$200 and received benefit of \$60 in food / entertainment → the tax receipt may be issued for \$140).

Tax Receipts will be issued for Community Events provided that:

- Our office receives a statement showing all revenues and expenses from the event.
- The event organizer ensures that the amount of money collected after expenses is sufficient to cover the amount of money for which receipts have been requested.
- All other IRS conditions are met.
- **Please Note:** Tax receipts dated for the year of your event can only be issued if all money and information is received by **December 31st** of that year.

Tax Receipts will not be issued for the following:

- For the purchase of admission tickets or auction items.
- For in-kind goods donated to an event.
- For donated services such as hiring an entertainer or auctioneer for an event.
- For sponsorship, as advertising or promotion (a tangible benefit) is being received in return for the payment.
- Gift certificates donated by the issuer of the certificate.

Please note: Sponsors and other corporate contributors may be provided with a business gift letter as proof of their contribution. Often, a charitable tax receipt is neither required nor appropriate for this group of contributors.



Camp Hobé Community Event Agreement

Thank you for your interest in supporting Camp Hobé. Please submit this form at least **one (1) month** prior to your event. This application must be approved each year by Camp Hobé prior to publicizing or holding the event.

Please read the **Camp Hobé Community Event Guidelines** prior to filling out this form. Please submit your completed agreement to Camp Hobé by mail at P.O. Box 520755 Salt Lake City, Utah 84152-0755 or by email to events@camphobekids.org.

EVENT ORGANIZER CONTACT INFORMATION

 Last Name First Name Organization Name (if applicable)

 Street Address City State ZIP Code

 Business / Home / Cell (circle) Business / Home / Cell (circle) Business / Home / Cell (circle)
Daytime Phone **Evening Phone** **Event Day Phone**

 E-Mail Address

Additional Contacts / Committee Members (please list):

Name	Telephone Number	Email Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EVENT INFORMATION

 Name of Event

 Event Date Event Time Event Location

Event Description (include how to participate in, or register for, your event):

Including this year, how many years have you held this event in support of Camp Hobé? _____

EVENT PUBLICATION & PROMOTIONAL MATERIALS

** Please note that Camp Hobé must approve all promotional materials and use of the Camp Hobé logo. Please forward any publicity materials to Camp Hobé for approval prior to printing. **

How will you publicize your event? (Describe in detail)

Website URL (if applicable): _____

Requested Items for Event:

** If possible, please arrange to pick up your items from Camp Hobé. **

_____ Banner** _____ Camp Hobé DVD _____ Brochures _____ Thank you Postcards

****Note:** If you require a banner, it must be returned to Camp Hobé upon completion of the event.

CAMP HOBÉ INVOLVEMENT

** Please note that we will make every effort to have a Camp Hobé representative at your event if requested. However, we cannot always guarantee attendance of staff or volunteers. **

Is a Camp Hobé Representative Requested? Yes No

Event Dress Code: _____

What Is The Anticipated Role of the Camp Hobé Representative? (describe in detail)

Is there a speaking opportunity? Yes No **If yes,** requested length of speech: _____minutes

Requested Arrival Time for Camp Hobé Representative: _____

How Long is the Camp Hobé Representative Required Onsite: _____

Will you show the camp DVD? Yes No

ADDITIONAL INFORMATION

** Please note that all events where alcohol is served are regulated by the Utah Department of Alcoholic Beverage Control (DABC), and an additional permit is required. **

Please allow at least 10 weeks for DABC to process applications for liquor permits, which fall under the responsibility of the community event organizer.

Does your event require a liquor license? Yes No

If yes, please notify the Camp Hobé office if you are applying for a liquor permit.

Does your event require event insurance or any special insurance? Yes No

If yes, please notify the Camp Hobé office if you are applying for event insurance or special insurance. The policy should be in the name of the event organizer, and Camp Hobé must be listed as an additional insured

Additional Notes / Comments:

PROJECTED EVENT BUDGET

Please note that we realize these figures are **estimates**. Please use your best guess; we will not hold you to these numbers. This is meant to be a tool to help you determine your fundraising goals. Depending on the nature of your event, some expense categories may not apply.

All event costs must either be paid directly by the organizer or come out of the event proceeds.

In order for Camp Hobé to issue tax receipts for your event, you must complete the proposed budget as well as provide a full accounting after your event. Please discuss this with our office to learn more about IRS Guidelines.

Projected Income	
Type	Amount
Sponsorship	
Registration / Ticket Fees	
Donations	
Auction Items	
Other (please submit an attachment describing this category in more detail)	
*Total Projected Income	
Projected Expenses	
Type	Amount
Venue Rental	
Food & Beverage	
Printing (tickets, posters, etc)	
Advertising	
Other (please describe this category in more detail in the budget comments section)	
*Total Projected Expenses	
Net Revenue to Camp Hobé	

EVENT AGREEMENT

By checking the box below, I agree that all publicity (including media releases, print/promotional materials, etc.) for the proposed event must be approved by Camp Hobé prior to being printed, released, etc. Camp Hobé shall have the right at any time and for any reason to request in writing that the Third Party cease use of the Camp Hobé logo in connection with the event. Furthermore, Camp Hobe shall retain all rights, title and interest to the Camp Hobe design logo and any other Camp Hobe mark which Third Party may decide to use. Any use by Third Party of the Camp Hobe design logo, or any of its other designs or trademarks, must be pre-approved by Camp Hobe, and if approved, such use of any logo or mark shall be on a limited and non-exclusive basis and only for the duration of the event.

It is understood that Camp Hobé in no way endorses any products or services used in connection with the event and shall not be held liable for any damages, costs, injury to the person or property or any other loss from the event. Camp Hobé will not be held liable for any financial losses incurred by the event.

The Third Party will indemnify, defend and hold Camp Hobé harmless from all claims, causes of action and damages of any kind arising out of or in connection with the community event, including but not limited to property damage or personal injury or other cause of action of any kind arising out of or in connection with the event.

This event in no way represents a joint venture or partnership between Camp Hobe and any Third Party. All proposals for cause marketing must be accompanied by a full business plan.

I have spoken with a Camp Hobé Representative about tax receipting and the IRS Guidelines as it relates to the planning of this event. I have read and understood the Camp Hobé Community Event Guidelines, as well as my role as an event organizer.

Tax receipts will not be issued unless you have discussed your event with a Hobé representative. Please note that a full event accounting is required before tax receipts can be issued.

I agree to the above Event Agreement.

Proposed By (Event Organizer):

Signature: _____

Print Name: _____

Title: _____

Date: _____

Approved By (Authorized Camp Hobé Representative):

Signature: _____

Print Name: _____

Title: _____

Date: _____