



Third Party Event Guidelines

The New England Center for Children (NECC®) defines a “Third Party Event” as any fund raising or awareness raising activity by a group or individual outside of NECC’s Development Department, where NECC has no fiduciary responsibilities and little to no staff involvement.

These events may include two types:

1. [Cultivation Events](#) – an informational get together hosted by an outside party designed to introduce friends, family, or colleagues to NECC. The goal of these events is to expand the network of people who know about NECC, invite guests to tour NECC, and to develop long-term relationships, not to solicit money.
2. [Fundraising Events](#) – events organized and run by outside parties to raise funds for NECC

NECC is extremely grateful to the many outside persons who wish to organize events to support the Annual Fund or the Capital Campaign in either of the above manners.

Please note the following instructions and limitations when hosting or organizing an event on NECC’s behalf:

1. NECC is not financially responsible for the organization, promotion or execution of “Third Party Events”. NECC **cannot** be held responsible for paying any expenses incurred by the fundraiser.
2. If you plan on charging your guests to attend the event, you must get your budget approved by NECC prior to the event so that we can determine the proper tax deductible amount.
3. NECC cannot give any access to their internal mailing lists. Those who wish to hold an event must solicit and mail to his/her own contact lists.
4. The Development Department must review all promotional materials, letters, flyers or brochures that bear NECC’s name and/or logo prior to distribution.
5. Please ask donors to make their checks payable to “The New England Center for Children” and submit donations or pledges to NECC as soon as they are received.
6. All donors to NECC will be added to all mail lists unless requested otherwise.
7. If a NECC staff person or volunteer is available, he/she would be happy to help in any way possible. Also, if someone is available, he/she could set up an information table and answer questions about the programs and services at NECC. At the very least, NECC can provide you with NECC materials to distribute at your event.
8. If you need any other help planning an event or activity, NECC is happy to share their thoughts and ideas. Please feel free to contact a NECC Manager of Special Events.