



7000 Hamilton Avenue • Cincinnati, OH 45231 • 1-513-522-3860
www.clovernook.org

FUNDRAISING GUIDELINES

The Clovernook Center for the Blind and Visually Impaired (CCBVI) wishes to thank all of the many generous people who voluntarily dedicate themselves to raising funds for Clovernook. Our mission is to promote independence and foster the highest quality of life for people with visual impairments, including those with additional disabilities. Our work could not be accomplished without the continuing commitment of the many wonderful people who raise money to support our cause. These guidelines are designed to help you get started.

- Advance planning is essential to a successful event. Complete and return the attached documents **at least one month** prior to the event. Major fundraising events require additional planning.
- Your fundraiser is independent from Clovernook Center for the Blind and Visually Impaired. Neither you nor the organizers may act as representatives of Clovernook Center for the Blind and Visually Impaired.
- The name of your event should be the prominent feature on all event literature and promotional materials. Use of Clovernook's name and logo can only be in the secondary context of "a fundraising event to benefit Clovernook Center for the Blind and Visually Impaired".
- The event organizer/sponsor is responsible for underwriting 100% of the cost of producing the event.
- The event organizer/sponsor is responsible for filing all necessary permits, for providing insurance coverage, if required, and accepts all liabilities incurred from the event.
- All contributions must be obtained through legal means and be submitted within 30 days after the event. Make all checks payable to **Clovernook Center for the Blind and Visually Impaired**.
- Staff time, as well as Clovernook's mailing list will not be provided.

I have read, I understand, and I agree to abide by these fundraising guidelines of Clovernook Center for the Blind and Visually Impaired. Clovernook retains the right to withdraw its approval of and participation in an event if the above guidelines are not strictly followed.

Signed _____ Date _____

Print Name _____