



Do it Yourself (DIY) Event Policies

Sky's the Limit Fund (STLF) encourages individuals and organizations to conduct fundraising events and donation drives to benefit STLF in its mission. Any individual or organization (outside of STLF) that organizes and hosts an event, promotion, sale, or donation drive on behalf of STLF is defined as a "DIY fundraiser." Contact events@stlfgives.org with any questions or for more information. Thank you very much for your interest in supporting STLF's programs and services!

In order to enhance the success of DIY fundraising events and to avoid conflicts with STLF's donors, corporate sponsors, or other events already planned, the following policies should be observed:

1. The DIY fundraiser must submit a *DIY Event Application* to STLF's Fundraising Department (events@stlfgives.org) at least 90 days in advance of the proposed event date. If multiple events are proposed, a proposal must be submitted for each.
2. If STLF staff time, resources, or guest lists are requested, the DIY fundraiser must demonstrate – through a preliminary revenue and expense budget – minimum net revenue of \$10,000. Due to the large number of requests received, STLF is typically not able to provide staff to attend all fundraisers nor is it able to provide staff to coordinate volunteers but is happy to provide appropriate informational material for DIY Event use.
3. DIY fundraising events must be financially self-sustaining without contribution from or financial risk to STLF. STLF will only accept the net proceeds of a DIY event. All DIY event expenses are the responsibility of the DIY event organizer and must be paid before net proceeds are given to STLF. Refunds or reimbursements of DIY event expenses will not be available after the net proceeds are given to STLF.
4. DIY event organizers should not provide tax advice to DIY event contributors. Organizers should refer individuals to tax or legal counsel for information.
5. The DIY event organizer is responsible for all vendor agreements, contracts, insurance and necessary permits for the event. STLF will not assume any type of liability for a DIY event, including liability for any injuries sustained by DIY event volunteers or participants related to an event benefiting STLF.
6. The DIY fundraiser is responsible for its own marketing, including writing and distributing press releases, PSA's, Facebook postings, invitations, ads, etc. The DIY fundraiser must submit all publicity and promotional material containing STLF's name and/or logo to STLF's Fundraising Department (events@stlfgives.org) for review and approval prior to publication and distribution of these materials. Please allow STLF staff five (5) business days to review these materials. PLEASE NOTE: Third-party events that are approved by STLF will be advertised on STLF's website.



7. STLF is the beneficiary – not a sponsor – of DIY fundraising event. Promotional materials that use STLF’s name should incorporate the following statement: “Proceeds to benefit Sky’s the Limit Fund.” If a portion of the proceeds will benefit STLF, the % must be included.
8. All sponsor solicitations for the event must be approved by and coordinated with STLF’s Fundraising Department prior to approaching any individual, corporation or foundation for this purpose.
9. STLF will not distribute retail discount coupons for sponsors of DIY events.
10. STLF will not approve a DIY event if it requires the sale or endorsement of a product or service.
11. STLF does not have facilities or premises for DIY events.
12. Requests for speakers and/or grant recipients will be reviewed by STLF on a case-by-case basis and will be based on availability and expense of request.
13. STLF retains the right to decline any event if it conflicts with its mission, fundraising efforts, or event calendar.
14. STLF will not approve a DIY event request if it promotes a religion, political party, candidate or potential candidate.
15. STLF may cancel a DIY event or disassociate with a DIY event at any time if these DIY Event Policies are not satisfied.