



Once I apply, how long do I have to wait to find out if my event is approved?

Upon submission of your application, please allow 5 - 7 business days for a response. Please be as specific as possible on the application to help expedite the review process.

Can I use the San Diego Center for Children's name?

When using the San Diego Center for Children's name for your event, you must put "... benefiting San Diego Center for Children I", i.e. "Walk-a-Thon benefiting San Diego Center for Children".

Can I use San Diego Center for Children's Logo?

Upon approval, you may use the Center logo on any collateral (website, flyer, banner, etc...) that you create for your event. Once your event is approved, you will be sent the official logo. Logo use will be established on a case-by-case basis. Selling items with the Center's logo is prohibited.

Will someone from San Diego Center for Children be present at my event?

Because of the large demand for staff time, we cannot guarantee someone will be there to represent the Center. However, each event is considered on a case-by-case basis.

Can I use the San Diego Center for Children's tax identification number?

Although you cannot use the Center's tax ID number in promotion with your event, we are happy to send your donors a tax receipt if 1) they make their checks payable to San Diego Center for Children or 2) they donate cash and/or in-kind and have submitted our Donation Form to Karitina Morett, Development Coordinator at kmorett@centerforchildren.org.

How do I ensure all of my donors will receive a tax receipt or participation thank you letter?

All individual checks made payable to San Diego Center for Children will receive a tax receipt in accordance with the IRS standards and a participation thank you letter.

If checks are *not* made payable to "San Diego Center for Children", you can submit the Participant Tracking Spreadsheet for your donors to receive a participation thank you letter rather than a tax receipt.

If donors contribute **cash or in-kind**, the **Center must receive a Donation Form** in order for us to properly acknowledge their donation.



Do I need to be a non-profit (501c3) organization to host an event?

No, anyone can host a fundraising event! If you are currently with an organization that claims 501(c)3 status and people make checks out to your organization, we cannot give them tax receipts. We are happy to send participant thank you letters specific to your event.

Will the San Diego Center for Children reimburse me for expenses?

The Center does not fund or financially support community fundraising events, nor can we provide a tax receipt for in-kind donations of goods and services towards the expenses of the event. If you are using collected donations to cover the cost of the event, we ask that you keep costs to 50% to ensure your donors' money will go back to San Diego Center for Children. We will also need to review your budget so we will know the amount of goods and services the donor receives from the donation.

Will you help promote my fundraising event or activity?

We love to acknowledge our community fundraising events via social media and may also be able to add an event to our calendar on the Center's website. Information from your application or approved collateral will help us in doing this. We also welcome post-event recaps and photos to further acknowledge in channels such as social media when opportunities arise.

Because the Center works within a comprehensive Marketing and Communications Plan to meet our Development goals, we are unable to promote community fundraising activities via dedicated email blasts, direct mail, etc... Additionally, we have made a commitment to our staff and donors that we do not sell or provide others with our donor and staff mailing lists.

Can I donate toys or other in-kind items to San Diego Center for Children?

San Diego Center for Children is always in need of in-kind gifts and gift cards. Please see our Wish List, as well as our Gift Acceptance Policy for what we can accept. If you have any questions, please contact Nur Devrim at (858) 569-3909.

Can I personally deliver my donations and/or in-kind gifts to the children?

It is our policy that we do not allow groups and/or individuals to distribute gifts directly to our clients. While in-kind donations are welcome year-round, we currently have a year-end opportunity to attend our Holiday FUNDrive Party that some of our children attend. This is a great time to drop off holiday donations and enjoy some holiday fun and cheer with our kids!

Otherwise, in-kind donations can be delivered on the main Center campus (M-F, 8:30am-5:00pm) and are distributed to clients by the Center staff.

Please call ahead to arrange drop-off at least 1 day in advance: Karitina Morett, (858) 569-3935 or kmorett@centerforchildren.org.