



## THIRD PARTY EVENT GUIDELINES

490 W. Foster Road Santa Maria, CA 93445  
4554 Hollister Ave. Santa Barbara, CA 93110  
1525 State St., Ste. 100 Santa Barbara, CA 93101  
[www.foodbanksbc.org](http://www.foodbanksbc.org)

### General Guidelines:

- All events held on our behalf should be submitted in writing **prior** to the event and approval will be confirmed in writing from the Foodbank to the organizing group indicating that the event is approved by Foodbank of Santa Barbara County.
- You will be asked to sign a “request to partner” agreement.

### Handling Monetary Donations:

- Foodbank of Santa Barbara County adheres to the guidelines of the Association of Fundraising Professionals to ensure that we merit the respect and trust of the general public and donors can have full confidence in the way their donations will be handled.
- Foodbank of Santa Barbara County **cannot** allow anyone to solicit money on our behalf to pay for advertising. You may approach a company about helping promote your event but they must be fully aware that only Foodbank of Santa Barbara County will only be a recipient of the food or money you collect at the event. ***Please note: only Foodbank of Santa Barbara County Board members and/or staff have the permission to state they represent Foodbank of Santa Barbara County.***
- Donors to the event have the option to receive a receipt for their donation or donate anonymously. In order to send a receipt we must have the donor’s name, address and amount given. The money collected and donor contact information should be mailed or hand delivered to Foodbank of Santa Barbara County, 4554 Hollister Ave, Santa Barbara, CA 93110 or call 805-967-5741 and we will pick up your donation.
- We suggest two people from your organization deems trustworthy be involved in the collection and counting of the money.

### Promoting your event:

- When promoting your event or talking to others about your event it must be presented in the following manner:  
(Name of Group) is holding an event to (state your purpose i.e., collect food and/or donations) for Foodbank of Santa Barbara County”. This is your event; we are merely the recipient of your good work. If monetary donations are collected on behalf of the Foodbank, please follow the procedures listed below.
- Please state exactly how your event will benefit Foodbank of Santa Barbara County. (For example: You could say “Food collected will be donated to Foodbank of Santa Barbara County.” or “Receive \$2.00 off your ticket price with a donation of food to Foodbank of Santa Barbara at the door.”)
- We will be happy to help you with press releases but due to our limited Foodbank resources please do not rely solely on the Foodbank to promote your event. Please supply us with a

press release draft to review. We will gladly share information with you on submitting your press release. We will also provide our logo for promoting the event.

- Refer to us as Foodbank of Santa Barbara County, a member of Feeding America. Our mission is to end hunger and transform the health of Santa Barbara County through good nutrition. We have three locations: 490 W. Foster Road, Santa Maria, 4554 Hollister Ave. Santa Barbara, CA and 1525 State Street, Ste. 100. Our website is [www.foodbanksbc.org](http://www.foodbanksbc.org).

***Thank you again for your interest in holding an event for Foodbank of Santa Barbara County. We appreciate your support and we look forward to working with you.***