



“CREATE A FUNDRAISER” GUIDELINES

Creating your own fundraiser is a great way to support UCP of Sacramento and Northern California and the children, adults, and families we serve every day. In planning your event, please follow the guidelines below:

Application:

- Complete and submit a Create a Fundraiser Application. All events must be approved by UCP of Sacramento and Northern California in advance.
- After reviewing your application, we will contact you within 2 weeks. Please note that you are responsible for the details of your event. UCP may be able to allocate limited staff time for events with a significant impact on UCP.

Use of UCP name:

- In promoting the event, please always use the complete name and tagline of the organization:
UCP of Sacramento and Northern California
Life without limits for people with disabilities
- This must be in all text, on two separate lines, using Palatino Linotype font for the name of the organization and Arial, Italic for the tagline. Black, white or Pantone 315 are the only acceptable colors for the UCP name and tagline. (Use of the UCP logo is not permitted).

Misc:

- UCP of Sacramento and Northern California should receive a list of potential event sponsors, so that sponsors are not being approached in both UCP fundraising and in the event fundraising.
- Please allow for advance notice should you need brochures or other information on UCP for your event.
- Please obtain your own liability insurance and permits for the event. UCP of Sacramento and Northern California is not responsible for the marketing, planning or liability of the event.

Please wait to hear from UCP of Sacramento and Northern California for approval of your application before continuing to plan your event. Thank you for supporting UCP of Sacramento and Northern California.

Potential fundraising activities:

- Hold an E-Waste (electronic waste) event – collecting eWaste at a collection point for pick-up.
- Place a UCP of Sacramento and Northern California donation canister at your place of business
- Have employees pay \$5 to wear jeans to work one day
- Collect cans for recycling
- Fireworks stands during the Fourth of July
- Have a softball tournament and charge an entry fee to play
- Put together themed baskets to be auctioned off or sold
- Host a direct selling party with a portion of the sales donated to UCP
- Conduct a car wash or yard sale
- Have a bake sale
- Have a craft fair
- Organize a community rummage sale
- Have a chili cook off and charge an entry fee
- Organize an ice cream social
- Set up a lemonade stand