

Third Party Event Policy

A third party event is when a group, parent or community member organizes and implements an event on behalf of the school. Bonneville Academy supports all types of fundraising activities as long as those activities support the mission and vision of the school.

1. Community events and projects are sanctioned and must be approved by Bonneville Academy every year. A third party event application must be filled out and submitted at least 3 weeks prior to the event date.
2. If event expenses are greater than the money raised by the event, the event organizer is responsible for those expenses.
3. IRS tax-exemption shall not be extended to any third-party event vendors or sponsors.
4. The solicitation of all corporate sponsors must be preapproved by Bonneville Academy to ensure there are no conflicts with other key event sponsorships or donors currently supporting the school in other ways.
5. The event organizer must inform the public how Bonneville Academy will benefit from the event. If Bonneville Academy will not receive 100 percent of the net proceeds, an exact percentage or dollar amount must be stated on all related publicity.
6. If another organization will benefit from the event, the organizer must note that when applying to host an event.
7. Event proceeds are due to the Bonneville Academy office within 30 days of the completion of the fundraising event.
8. The event organizer must obtain any necessary permits, licenses, and insurance.
9. If circumstances warrant, Bonneville Academy may opt out as a beneficiary of the event/promotion at any time with no obligation.
10. In accordance with Utah law, you may not conduct a raffle drawing as a part of your event.

Community events and projects must comply with the following:

a. Companies with public images that would have the potential to compromise the goodwill of Bonneville Academy or conflict with the Bonneville Academy mission may not promote their products through advertising or other event exposure.

b. Sales-driven projects or projects that imply endorsement of a single product or service are not supported by Bonneville Academy. Bonneville Academy does not endorse products or services provided by other organizations.

c. All community fundraising projects that require promotional visibility (e.g., invitations, ads, fliers, brochures) must have approval by Bonneville Academy before using the Bonneville Academy name and/or logo.

To support your event, Bonneville Academy can:

- Send donor acknowledgement letters to sponsors and donors who have not received any goods or services and whose checks are written directly to Bonneville Academy.
- Approve the use of name and/or logo. (You must obtain permission from Bonneville Academy to use the Bonneville Academy name, and all materials with the Bonneville Academy name and/or logo also must be approved before they are distributed.)
- Provide a letter of support to validate the authenticity of the event and its organizers.
- Provide general Bonneville Academy promotional materials.
- Promote event through Bonneville Academy's usual means of communication with the community. The event organizer must provide Bonneville Academy with material two weeks or more prior to the event if the organizer wishes Bonneville Academy to assist in communications and promotion. Posting will be limited to 1 post a week for three weeks on the website, school newsletter, and all social media outlets.

To support your event, Bonneville Academy cannot:

- Release mailing lists or any other contact information for the purpose of additional solicitation of funds by outside groups.
- Offer funding or reimbursement for expenses.
- Be responsible for selling tickets to your event.
- Guarantee that staff can attend your event or commit staff time for the planning of your event. Exceptions may be made on a case-by-case basis.