



Event Guidelines: Fundraise for Farm to School

Thank you for your interest in supporting the National Farm to School Network through the Fundraise for Farm to School program!

The National Farm to School Network (NFSN) is as an information, advocacy and networking hub for communities working to bring local food sourcing, school gardens and food and agriculture education into schools and early care and education settings. Learn more about our work to expand farm to school so that kids, farmers and communities win at www.farmtoschool.org/about.

We are grateful that you're interested in helping us expand farm to school in communities across the country by hosting a special event for the Fundraise for Farm to School program. Whether you're planning to host an event as an individual or part of a social or community group, these guidelines are intended to identify a few key guidelines to help your event benefit NFSN!

Special events must comply with the following guidelines:

- Events must be approved in advance by NFSN, including annual approval for repeating events. Submit your event request by [contacting us here](#).
- Only after events are approved can event hosts use NFSN's name, logo or organization information in promotional materials.
- Events must be financially self-sustaining without financial contribution from NFSN or financial risk to NFSN. NFSN is not responsible for expenses associated with the events.
- All sponsors of events must be pre-approved by NFSN to ensure there are not conflicts with other key event sponsors or donors currently supporting NFSN in other areas.
- NFSN requests to receive donations within 30 days of the completion of events.
- If circumstances so warrant, NFSN may opt out as a beneficiary of an event at any time with no obligation.

Due to limited staff capacity, NFSN is unfortunately unable to provide staffing to attend events or assist in event planning or promotion. To support your event, NFSN can provide:

- Event ideas and suggestions
- Digital materials containing information about NFSN, which can be shared digitally or printed
- Sample social media language that you can customize and post to promote your event
- Social media promotion on NFSN's Facebook, Twitter and/or Instagram accounts for events raising over \$500

To submit your event idea for approval, please [contact us here](#) or submit the following information to info@farmtoschool.org:



**Required*

Host Information

Contact Name:*

Contact Title (if applicable):

Organization Name (if the event will be associated with an organization):

Contact Email Address:*

Contact Mailing Address:*

Contact City:*

Contact State:*

Contact Zip Code:*

Contact Phone:*

Proposed Event Information

Event Start Date:*

Event End Date:*

Event Title*

Event Description:*

Event Income/Donation Sources (ticket or raffle sales, corporate donations, etc.):*

Projected Total Income/Donations:*

Projected Total Attendees/Participants:*

I agree to the event guidelines provided by NFSN:*

Yes

No

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November 2017