



## Application For IOOF Co-Hosted Fundraising Events Instructions

The goal of the Community Support Committee is to select events that will benefit non-profit organizations or public school events. The Committee considers the application and collectively approves or denies the request to co-host an event based on the application and any other information the organization might provide. Requests for Friday or Saturday co-hosted events require special consideration which includes approval by the IOOF Hall Board which meets one time a month. Applications will not be considered more than 4 months in advance. If approved, the Lodge will require a \$300 refundable security deposit.

To obtain an application, you can go to the Odd Fellows Hall and pick one up, or go to the Odd Fellows web site and download the "Application for IOOF Co-Hosted Fundraising Events." Fill out the form, and mail it to:

Lea Rosenberg  
c/o Davis Odd Fellows Hall  
415 Second Street  
Davis, CA 95616

Upon selection, the Community Support Committee will request you to provide a budget for approval for the event. **Original itemized receipts need to be presented for reimbursement.**

**The Davis Odd Fellows Lodge #169 should always be listed as Co-Hosts and acknowledged in all advertisements.**

I have acknowledged reading the document of the protocols for co-hosted events.  Yes



## Application For IOOF Co-Hosted Fundraising Events

Co-hosted events occur on dates when the hall is not rented out. Friday and Saturday night are not generally available for co-hosted events and require special consideration.

To request consideration for a co-hosted event, please answer the following questions:

1. What is the name of your organization? What are the email address and phone number of your contact person?

Name of organization: \_\_\_\_\_

Email of contact person: \_\_\_\_\_

Phone number of contact person: \_\_\_\_\_

2. When and at what time do you need/want to hold the event?

\_\_\_\_\_

Are your days/dates flexible?

Yes

No

(IOOF does approximately 10 co-hosted events a year. Rebekahs and Encampment may have their own co-hosted events. Co-hosted events will be selected after the Committee has reviewed your application.)

3. Please give us a short history of your organization, its current goals, and how long the organization has been operating in Yolo County.

4. Is this a legally cognizable tax exempt organization [e.g., 501(c)(3) or other IRS category of tax exempt status, or a preK-12 public school sponsored event]? If it is tax exempt, what's its tax exempt number?]

Yes

No

Tax exempt #: \_\_\_\_\_

5. Please explain the nature of your event.

6. Is your organization willing to reimburse the Lodge for the cost of an On-Site Assistant to be present for the set-up, the event itself, and the clean-up, at \$18/hour?

Yes

No

7. Co-hosted events are primarily intended to benefit local charitable

organizations directly, not to raise money for other fraternal or service organizations' general fund. Does the organization (a) serve Yolo County residents as its primary focus or (b) make significant recurring contributions to Yolo county residents, or (c) will it use the proceeds of the co-hosted event for the direct benefit of Yolo County residents?

Yes

No

How would your organization use the funds raised by the co-hosted event?

8. Does the organization serve underserved or at risk populations or public school sponsored events?

Yes

No

9. Does the organization have a mailing list of at least 300 households or can it demonstrate that it can sell at least 100 full-price tickets to the event?

Yes

No

10. Does the organization have not less than 10 enthusiastic volunteers who are willing to work to promote the event, carry out event preplanning, and staff the event, including cleanup, and be present during the entire event?

Yes

No

11. What's your marketing plan for selling tickets to the event?

12. Has this organization previously co-hosted an event with the IOOF/Rebekahs/Encampment? If so, when please state dates.

Yes

No

If yes, what dates: \_\_\_\_\_

13. (If Applicant is not an Odd Fellow) Do you know a member of the Odd Fellows? (This helps us identify possible Odd Fellow Volunteers for the event.)

All co-hosted events must be acknowledged in any communications and materials associated with the event.