

IOOF Protocol for Co-Hosted Fundraising Events

(Adopted by IOOF Yolo Lodge No. 169 in 2015)

The following criteria must be met for an organization to be considered for a co-hosted fundraising event at either of the Davis Odd Fellows Halls:

1. The organization must be a tax exempt and non-profit organization or a public school event benefitting youth.
2. The organization must be local and serve Yolo County residents.
3. The organization must provide a substantial community benefit.
4. The organization should preferably serve underserved or at-risk populations.
5. The funds raised will be used to further the organization's mission.
6. The organization should preferably have a mailing list of at least 300 households.
7. The organization must provide the Lodge a \$300 refundable security deposit.
8. The organization must have volunteers who are willing to work to promote the event, carry out event pre-planning and staff the event, including clean-up.
9. The contact representative must meet with our operational managers to review the rental agreement and the parameters of the event.

If an organization meets all the above criteria and is selected by IOOF to co-host an event, the Odd Fellows will provide the following:

1. Use of the Odd Fellows Hall banquet/conference room, bathrooms, basic tables and chairs on the day of the event at no charge.
2. If requesting the Lodge for a dinner fundraiser:
 - a) Odd Fellows representatives will consult with representatives of the organization regarding all aspects of the event.
 - b) Our Odd Fellows chef team will work with the organization to develop a menu, purchase food and meal-related supplies, and oversee food preparation and kitchen volunteers on the day of the event.
 - c) An On Site Assistant (OSA) must be on site during the event, from set up to clean up.
3. Use of a Lodge On Site Assistant (OSA) provided by hall board is not included. The beneficiary must be willing to pay the OSA expense. The dollar amount will be discussed at the first rental agreement meeting with our operational manager.