

# Community Partnership Event Guidelines & Tips



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Business Line: 916.448.2321 – Support & Information Line: 916.920.2952  
[www.weaveinc.org](http://www.weaveinc.org)

## About WEAVE

WEAVE has been serving the community since 1978 as the sole provider of comprehensive crisis intervention services to survivors of domestic violence and sexual assault and the community in Sacramento County.

Our mission is to bring an end to domestic violence and sexual assault in partnership with the community. Each year, WEAVE helps tens of thousands of victims of domestic violence and sexual assault, their families and friend. WEAVE also works to create a community free of violence and abuse through comprehensive prevention and education programs.

WEAVE is a 501(c)(3) non-profit organization. Donations to WEAVE are tax deductible to the extent allowed by law.



WEAVE takes great pride in maintaining a low cost of administration and fundraising. By leveraging our community partnerships, volunteers, and creativity, we are able to invest a minimum of 75 cents of every dollar donated into direct services for our clients. A copy of our most recent IRS Form 990 and our organizational audit can be obtained through our website at [www.weaveinc.org](http://www.weaveinc.org).

## Community Partnership Event Guidelines & Tips

Your interest in WEAVE makes you a partner in our mission and our goal is to collaborate with you to make your fabulous idea a reality. We are as excited about your event idea as you are.

Community Partnership Events are a fun way to partner with us to raise funds for our vital services. We are in awe of the incredibly creative ways people come up with to raise funds for us. Here are a few ideas to get you started:

- Hold a Jeans Day - Employees donate money to wear jeans for the day
- Put together a neighborhood garage sale

Examples of recent Community Partnership Events:

- San Juan Unified School District ROP Criminal Justice Class organized "Pumpkins for Peace". Standing outside a store front the students accepted donations on behalf of WEAVE. Donors received a free pumpkin when they contributed and the students collected \$200.
- Steve Mitchell, a friend of WEAVE celebrated his 50th Birthday by having friends and family donate birthday gifts to WEAVE which raised \$550.
- Star Touring & Riding held their annual High Sierra STAR BBQ and collected \$7,500 in donation for WEAVE.



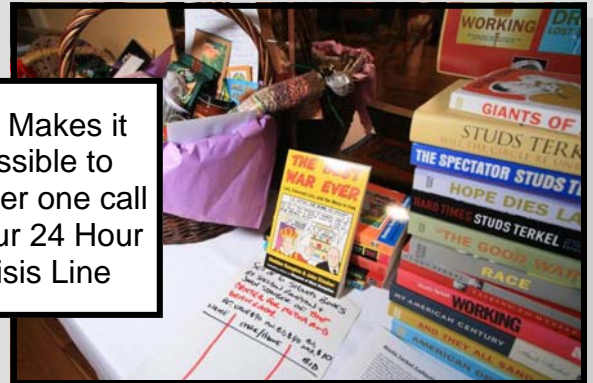
## Things to Consider

Not every event requires a lot of planning, but all events benefit from answering some basic questions.

- Have you set a budget?
- Where will it be held? Is there a rental fee? Do you need permits? Are there any use restrictions? Does your venue have parking? Does it require security?
- Will the event be held outdoors? Do you have a back up plan for weather?
- Does the location require liability insurance? (Unfortunately, WEAVE cannot provide liability coverage)
- Who do you plan to invite?
- Will there be food involved? What is your budget for food? Do you plan to get the food donated?
- Do you plan to serve/sell alcohol? Do you need a permit? (Unfortunately, WEAVE cannot obtain alcohol permits for your event)
- Will you have entertainment? Do they charge? Will they require a special space? Do you need a permit?



**\$93** Provides a night of safe shelter for one person at our Safehouse



**\$14** Makes it possible to answer one call on our 24 Hour Crisis Line

## Other Ways to Support WEAVE

WEAVE also relies on donations of items we use everyday through our Safehouse and Counseling Programs. For example:

- Host a “Shelter Housewarming” Party and ask people to donate linens, dishes, etc.
- Host a clothing drive- women’s suits are always needed for our Suited for Success program.
- If you are getting married, consider registering for gifts to support families leaving the Safehouse - every family receives a set of dishes when they move into a new apartment.
- Over 100 infants and toddlers stay at the Safehouse every year—organize a Baby Shower to help us supply bottles, diapers, etc.

Examples of recent drives

- Sacramento County Probation department collected over 85 robes for the women staying at our Safehouse.
- Urban Fitness and Sacramento Theatre Company have hosted drives to collect sweat suits for sexual assault survivors.
- Addison Avenue Federal Credit Union collected used clothing for the WEAVE thrift stores as well as boxes and cans of food for our Safehouse.



**\$20** Will buy a new pair of sweats for a sexual assault survivor.

## WEAVE's Involvement

### How WEAVE Can Help

- Promote the event through our Facebook and/or website.
- Provide tax receipts in accordance with State & Federal laws.
- Provide you with our logo for use in promotional materials (we do ask to review materials with our logo before printing).

### Our Limitations

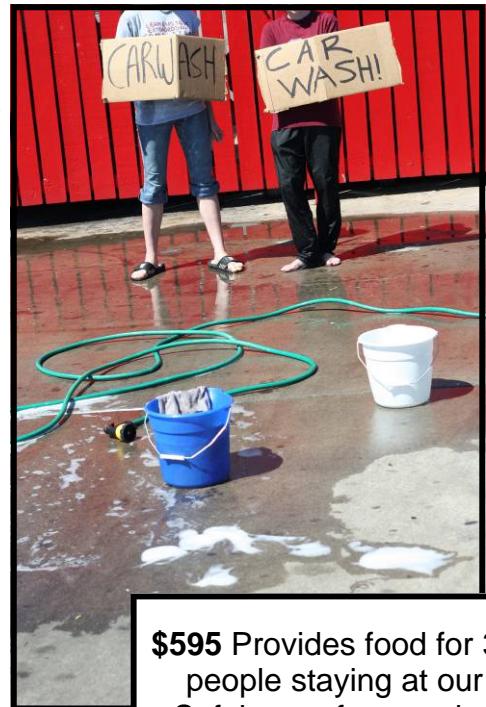
- We cannot provide our mailing list
- We cannot accept donations and return the funds to you, even to cover expenses. While this seems a reasonable request, it compromises our tax exempt status.
- We cannot provide funds for expenses.
- We cannot solicit sponsorships on your behalf. We are happy to brainstorm with you about possible sponsors and how to approach them.

## Guidelines for Hosting a Community Partnership Event with WEAVE

- Contact our Development Department- we want to hear what you are planning and help make your event a success.
- Complete the event application.
- Get the word out! Marketing your event effectively ensures success.
- Have a great time and take photos! We love sharing your success through our Facebook and website!
- Celebrate the success with a check presentation at WEAVE. Schedule a time to drop off donations, right after the event. WEAVE will arrange to photograph the check presentation, too! Contact us to schedule your presentations.

### For More Information please contact:

**WEAVE Inc.**  
**Ashley Downton, Development Associate**  
**Phone: 916.319.4910**  
**Fax: 916.448.7183**  
**Email: [donate@weaveinc.org](mailto:donate@weaveinc.org)**



**\$595** Provides food for 35 people staying at our Safehouse for one day