

Community Partner Event Guidelines

The Houston Area Women's Center (HAWC) is deeply grateful for the generosity of friends in the community who share our commitment to ending domestic and sexual violence. HAWC's Board of Directors has adopted these guidelines for individuals and organizations interested in planning an event or promotion that will benefit HAWC.

Please read the following guidelines:

1. Please submit the donation from your event **within 30 days following its conclusion.**
2. All promotional materials must follow the graphic standards HAWC provides.
3. The person representing the event must obtain any necessary permits, licenses, or insurance. **HAWC will not insure your event, nor assume any legal or financial liability associated with your event.** Further, we will not indemnify you or any party involved in your event for any damage, expense or other costs arising or in any manner related to your event.
4. Events should complement the mission and image of the HAWC. Events that demean or degrade women, are sexually oriented in nature, or promote violence **will not be allowed.**
5. The event must be promoted and conducted in a manner to avoid the statement or appearance of HAWC endorsing any product, firm, organization, individual or service.
6. HAWC will not be a conduit for expense or vendor payments made in connection with the event – (i.e. you cannot have vendors bill HAWC for services rendered as part of your event.)
7. Events must comply with all federal, state and local laws governing charitable fundraising and gift reporting.
8. Community events are not exclusive, and HAWC may enter into similar ventures with other organizations or companies at the same time.
9. Event organizers and sponsors are prohibited from speaking on behalf of the agency in the media. You may state that, *“this event benefits/supports the Houston Area Women's Center, whose mission is to assist survivors of domestic and sexual violence.”*
10. You may not use HAWC's tax exemption in any manner as a part of the promotion, and/or represent to the public that you enjoy any tax-exempt rights or privileges as a result of HAWC participation in the promotion or event.
11. If HAWC will not receive 100% of the amount paid/donated by participants, the event advertising must say, *“A portion of the event proceeds will benefit the Houston Area Women's Center.”*
12. HAWC prohibits the sharing of donor mailing lists or other confidential donor information with third parties.
13. Please use the following handles to tag HAWC on social media:
 - a. Twitter: @hawctalk
 - b. Instagram: @hawctalk
 - c. Facebook: @HoustonAreaWomensCenter
 - d. LinkedIn: @HoustonAreaWomensCenter