



# RI Community Food Bank Third Party Event Guidelines

1. The event organizer is responsible for all planning, promotions and marketing, and ticket sales for the event, along with the creation of any print or digital materials. The Rhode Island Community Food Bank may, at its discretion, choose to assist with promotion.
2. Staff and/or volunteer presence at an event is never guaranteed and is determined on a case-by-case basis. Likewise, presence on the Rhode Island Community Food Bank's website/social media and assistance with media outreach is never guaranteed and decided on a case-by-case basis.
3. Any promotional materials that bear the Rhode Island Community Food Bank's name or logo, or make reference to the Food Bank, require the Food Bank's advance approval before their use. All media contacts and press releases should be approved by the Food Bank's communications staff in advance.
4. If only a portion of proceeds/donations are going to the Rhode Island Community Food Bank then the organizer must make clear to all participants, customers, etc., what portion or percentage will be contributed to the Food Bank. If the event benefits another organization in addition to the Food Bank, that must also be disclosed.
5. Except for nationally-approved promotions, events and promotions that cross outside of the Rhode Island Community Food Bank's service area (the state of Rhode Island) must have the approval of all food banks involved.
6. Events involving alcohol, tobacco, etc., require specific approval from the Rhode Island Community Food Bank.
7. **If you are considering doing a raffle, please take note: the State of Rhode Island has very specific rules about raffles. The only organizations eligible to promote, carry on, or conduct a game of chance are religious, charitable, fraternal, civic, educational, benevolent, philanthropic, humane, patriotic, social service, police, labor, eleemosynary, or veterans' organizations. Please read official rules and regulations here: [http://risp.ri.gov/documents/CGU/Rules\\_and\\_Regulations\\_game\\_of\\_chance.pdf](http://risp.ri.gov/documents/CGU/Rules_and_Regulations_game_of_chance.pdf). The Food Bank is not able to secure a license on behalf of an event.**
8. The organizer must provide a list of targeted corporate sponsors (if any) they are planning to solicit. The Rhode Island Community Food Bank reserves the right to exclude the solicitation of any sponsor based on our current relationship with said sponsor.
9. Any checks must be made out to the Rhode Island Community Food Bank to qualify as charitable contributions.
10. The Rhode Island Community Food Bank does not supply funding to third party events, and is not responsible for any debts incurred.

11. The Rhode Island Community Food Bank does not permit third parties to open bank accounts in its name. If a bank account is necessary, the organizer must open it in the organizer's own name.
12. The organizer shall provide the Food Bank with a summary of results relevant to the event within 30 days of the event's end (e.g., number of tickets/sponsorship/etc. sold for the event, the revenues generated from the event, a list of expenses associated with the event, and net revenues to be donated to the Food Bank). If requested, the Rhode Island Community Food Bank asks that supporting documentation in the form of receipts, invoices, etc., be provided. The organizer will maintain complete and accurate records containing all information required for computation and verification of the amounts due to the Rhode Island Community Food Bank.
13. Net proceeds from the event must be sent to the Rhode Island Community Food Bank within 45 days from the end of the event, including any checks made directly to the Food Bank by event attendees.
14. The organizer is responsible for any expenses and liabilities, and if insurance is necessary, also must obtain the appropriate coverage.

*For more information about these guidelines,  
please call Samuel Howard at 401-230-1680  
or email at [showard@rifoodbank.org](mailto:showard@rifoodbank.org)*