



Adams County Library System Community Events Guidelines

The purpose of the Adams County Library System is to connect people to opportunities that enrich their lives. Our vision? Every life fulfilled. We depend on donations to help us open gateways for exploration. Will you help us?

The Adams County Library System (ACLS) is extremely grateful that you are interested in helping us expand our mission through a fundraising activity. Please read the following guidelines and complete the application. Each application must be approved at least 14 days prior to the event.

What is an ACLS Community Event?

The ACLS defines a Community Event as any fundraising activity by a non-affiliated group or individual (third party) where the ACLS has no fiduciary or agency responsibilities and little or no staff involvement.

Here are some ideas to help you get started!

Athletic Events: Softball tournaments, bowl-a-thons, basketball tournaments or golf events are great ways to have fun and raise money for the library. Charge an entry fee and encourage participants to fundraise through contests.

Dining for a Cause: Host a dinner, cocktail party, BBQ, or partner with a restaurant. Many restaurants will donate a portion of sales. Everyone loves a good reason to dine out!

Holiday Gifts: Do you have a birthday, anniversary, wedding or other celebration on the horizon? Have a party and ask for donations in lieu of gifts.

Yard Sale: What about a garage or yard sale? If you don't have enough items to sell, solicit your neighbors, family and friends to donate their items. All proceeds from the sale can be donated to the ACLS.

Old-Fashioned Fundraising: Set up a neighborhood lemonade stand, sell greeting cards, hold a car wash, a dog wash, rake leaves, or hold a bake sale.

Be Creative: The best events reflect your personality and passion. Be creative and have fun!

What will the ACLS Provide?

The official ACLS Logo: We'll send you the ACLS logo to be used on your promotional materials (some restrictions apply). The ACLS owns the rights to the Adams County Library System name and logo.

Marketing: Send us your promotional materials and we'll share your event on our social media and community bulletin boards (some restrictions apply).

Guidelines and Restrictions:

APPLICATION: Before proceeding, the Organizer must submit a Community Event Application so the ACLS can determine if the event meets our guidelines. The ACLS will not associate with any businesses or individuals known to conduct themselves in a manner incompatible with our mission. The ACLS reserves the right to decline association with any organization when it believes that such association may have a negative effect on the credibility of the ACLS.

REVENUE: The Organizer must state in the Community Event Application the terms of the donation to the ACLS (for example: 100% net income). This information must also be included in all event promotions.

SOLICITATION: The Organizer must secure permission from the ACLS in advance to solicit any businesses for donations or sponsorship to avoid duplication of the ACLS's efforts.

FUND TYPE: All funds received from this Community Event are considered unrestricted unless requested otherwise in writing. Requests to restrict funds for specific use are subject to approval by the ACLS.

YOUR DONATION: Checks should be made payable to the Adams County Library System and should be sent unendorsed to the ACLS. Please send checks to Dawn Smith, 140 Baltimore St., Gettysburg, PA, 17325.

Unless the Organizer is registered as a 501(c)(3), donations made payable to the Organizer do not qualify as a charitable, tax-deductible contribution. Donations made payable to the ACLS are tax-deductible to the full extent of the law.

Collection of fees, entries, payments and all contributions are the responsibility of the Organizer.

LIABILITY: The ACLS shall not be responsible, under any circumstance, for the promotion and/or staging of a Community Event. The Organizer assumes all risk for expenses and liabilities. Should the Organizer choose to serve alcohol, to minimize risk, we recommend you do so via a cash bar. In addition, the availability should not be promoted. The responsibility of serving alcohol to attendees and/or participants should remain with a third party (i.e. restaurant or facility staff, etc.) Proof of age is required and signs should be posted to that effect. Alternative means of transportation should be available to attendees and/or participants.

INSURANCE: Local municipalities and property owners will often require Event Organizers to provide evidence of insurance, particularly when the event is involving a specific number of participants/attendees. We recommend Event Organizers comply with insurance requirements as the Organizer assumes ALL risk associated with the event.

PERMITS AND LICENSING: Community Event Organizers are also responsible for obtaining applicable permits and licensing in use of all public facilities and/or properties through the appropriate municipality.

In some instances, Event Organizers may become involved with various vendors in support of the event. It is recommended that vendors provide evidence of insurance and include the Organizer as additional insured.

APPLICATION PROCESS:

Thank you for choosing to have a fundraising event for the Adams County Library System! We appreciate your interest and will review your application within 10 business days.

AFTER THE EVENT: How'd it go? We would be delighted to receive a summary of the event, and photos, too!

QUESTIONS? Please contact Dawn Smith at 717.334.0163 or DawnS@AdamsLibrary.org



Adams County Library System Community Event Application

ORGANIZATION OR INDIVIDUAL'S NAME

CONTACT NAME _____ PHONE _____

CONTACT EMAIL _____

Please describe your proposed event:

DATE(S) OF EVENT _____

TIME OF EVENT(S) _____

HOW WILL YOU MARKET THE EVENT?

DO YOU PLAN TO SOLICIT CORPORATE SPONSORSHIP? IF SO, FROM WHOM?

(continued)

HOW WILL YOU GENERATE FUNDS? (ticket sales, donations, entry fees, etc.)

ESTIMATED ATTENDANCE_____

PERCENTAGE OF PROCEEDS TO BE GIVEN TO ACLS_____

HOW'D WE GET SO LUCKY? Please share why you selected the ACLS, and thanks again!

I have read, understand and agree to the attached ACLS Community Event Guidelines:

Signature

Date

Printed Name

Please submit application to Dawn Smith at DawnS@AdamsLibrary.org or mail to Adams County Library System, 140 Baltimore Street, Gettysburg, PA 17325

Questions? Please contact Dawn at 717.334.0163 or DawnS@AdamsLibrary.org