



Thank you for considering Urban Peak as a financial beneficiary of your event! We are incredibly grateful for your support of our mission of supporting youth experiencing homelessness or on the verge of becoming homeless.

We want to match your generosity and enthusiasm with our experience in order to garner the biggest impact from your event for Urban Peak's mission. We've developed fundraising event guidelines to help provide clarity, transparency and good communication about how you can do the most good.

Depending on timing of your event and scheduling of the many fundraising activities managed and run by our office, Urban Peak may or may not be able to assist in the promotion of your event. We will support your efforts as much as possible.

Please remember that any event that supports Urban Peak is a reflection of Urban Peak, our staff, volunteers, supporters and most especially the youth we serve. Your event may be the first time someone has heard of our crucial work, and we want to make sure Urban Peak is represented well.

Please review the following guidelines as you consider going forward with your event to benefit Urban Peak:

- _____ Ensure your event matches our mission.
- _____ Check with Urban Peak's development team to make sure the date of your event does not conflict with another Urban Peak event. Contact us at (303) 974-2949.
- _____ Please send our Marketing & Events Coordinator any flyer or promotional material that will use our name or logo so we can ensure it matches how we use our brand before you send it to your lists.
- _____ Agree that if Urban Peak youth are present, alcohol will not be served.
- _____ Agree that all donated funds from the event will go to support Urban Peak's overall program fund. This ensures your efforts are maximized with the flexibility to meet the most urgent priorities for youth programs at any given time. Please note that we most often cannot support events held to raise funds for specialty items outside of our prioritized budgeting plans.

_____ Understand that Urban Peak staff may or may not be able to be present at the event.
This is dependent on employee schedules and prioritized goals of our person-power.

Thank you again for your willingness to support the mission and programs of Urban Peak.
Please direct any questions or concerns about your event to Shane Wyenn, Marketing & Events
Coordinator at (303) 974-2947.

Please take a moment to supply information about your event below and remit back to us at
your earliest convenience.

Please tell us about your event:

Date/Time/Location:

Please sign acknowledging that you understand our guidelines.

Printed Name: _____

Date: _____

Signature: _____

Email a signed copy of this letter to Shane.Wyenn@UrbanPeak.org or fax to (303) 295-6116