

ONE  
MORE  
CHILD 

# EVENT HOSTING GUIDELINES



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# WHO WE ARE:

## OUR MISSION

Our mission is to provide Christ-centered services to vulnerable children and struggling families in need, locally and globally.

## OUR VALUE

Whether it's providing clean diapers to a newborn baby, food for a hungry child, safety for an abused child, or foster or adoptive homes to children in crisis, we work to share the healing love of Jesus with children who have been abandoned, neglected, or abused.

## OUR COMMITMENT

We are passionate about continuing to help One More Child locally and globally. It's simple, really: Love Changes Lives.

With respect to services rendered, One More Child is committed to compliance with the Americans with Disabilities Act, as well as compliance with all applicable federal and state discrimination laws.

## OUR PROGRAMS AND IMPACT

In 2023 we had the privilege of serving **250,259 children** through our Foster Care, Anti-Trafficking, Child Hunger, Single Moms and Family Support programs.

An additional **143,334 individuals** were impacted through advocacy, trainings, awareness, and volunteering. Additionally, **19,580,059 meals** were provided nationally and globally.

To learn more, [download](https://onemorechild.org/about-us/annual-report/) our 2023 Annual Impact Report at <https://onemorechild.org/about-us/annual-report/>.



# EVENT HOSTING GUIDELINES



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Our goal is to pair your passion and influence with our purpose – helping one more child locally and globally. We want to provide you with answers to frequently asked questions and direct you to helpful resources.

**These guidelines are a blueprint for how you can host a successful fundraising event that will benefit One More Child.**

- The staff of One More Child is glad to answer questions and direct you to resources to help with the planning and promotion of your event. However, our staff is not responsible for the planning, promotion, staffing, and/or execution of the event.
- If you would like a One More Child speaker at your event, you can request a staff member to be present by calling or filling out a “Speaker Request” on our website at [onemorechild.org/groups-request-speaker/](https://onemorechild.org/groups-request-speaker/).
- An event can be hosted many places including a home, place of business, or place of worship.
- An event can be hosted with church members, civic organizations, community groups, small groups, in person, online meetings, and many others.
- Your event must comply with all local, state, and federal laws including, but not limited to, laws pertaining to hosting an event or a charitable fundraiser.
- All promotional materials must reflect our Christ-centered values, be consistent with our brand standards, and respect our identity to be a positive reflection of our programs and ministries.
- Generally, unless prior arrangements have been made, One More Child is not responsible for production costs incurred as the result of an event or fundraiser.
- It is not permissible to set up a bank account in our organization’s name.



# EVENT HOSTING GUIDELINES CONTINUED..

- We do not share personal or private information of any donors, partners, or volunteers, and we do not help solicit for an event. This is to protect our valued partners who entrust us with their personal information.
- We are glad to consider sharing details of your event through our social media accounts and website if it meets the standards laid out in this guide.
- The tax-exempt and/or non-profit status of One More Child may not be used for an event, including but not limited to providing tax receipts for items and funds donated.
- One More Child will not be a party to any liability coverage, accepts no legal responsibility, and cannot be held liable for any damage, risk, or injury that occurs in connection with an event or fundraiser. You agree to defend, indemnify and hold harmless One More Child, its staff, board, and volunteers from any and all claims and liabilities relating to an event.
- As an organization defined by Section 501 (c)(3) of the Internal Revenue Code, contributions made directly to the organization qualify for the maximum charitable contribution deduction under the Internal Revenue Service Code. We only send tax-deductible receipts to donors who make payments directly to One More Child. If a donor of your event or fundraiser requests a gift receipt, you can instruct them to write their check payable to One More Child and to make a note of the event. Or, give a gift online at [onemorechild.org/give](https://onemorechild.org/give) and make a notation about the fundraising event under “Gift Notes”. We can only process checks for goods or services that are made out to One More Child and that are in our possessive ownership.

## **Mailing Address:**

One More Child  
P.O. Box 8190  
Lakeland, FL 33802



# LOGOS AND ARTWORK

We encourage you and/or your organization or group to use our logo when you promote and host an event. All approved logo variations are available to download on the Media Resources page of our website. We ask you to respect the following guidelines to ensure your materials look fantastic and adhere to our brand standards.

A photo library is available to assist with marketing and outreach efforts for your event. Approved logos and photos are available for download at the following link: <https://onemorechild.org/about-us/media-resources/>.



Event materials should clearly state that the event is “In support of” and not being hosted by One More Child. A great place to indicate “In support of” is above or next to the One More Child logo.

**Example:**

In support of



Please print photos and logos in color if using for print purposes. Make sure to constrain the proportions so photos are not skewed. One More Child logos are available for non-commercial use only.

It is permissible to proportionally re-size our logo, but no other alterations are to be made to the logo. Please do not stretch or compress our logo under any circumstances.

**Incorrect usage:**



If you have questions regarding the use of our logo, or if you need a different size or format, please contact our Communications team at 863.687.8811, or email [children@onemorechild.org](mailto:children@onemorechild.org).

# MEDIA

## SOCIAL MEDIA

One More Child wants to see photos from your event! When using social platforms please tag our profile.

- Our organization utilizes the following social media accounts (select the links to view):
  - [Facebook - @OneMoreChildSince1904](#)
  - [Instagram - @onemorechild](#)
  - [X - @one\\_morechild](#)
  - [LinkedIn - @one-more-child-1904](#)
  - [YouTube - @OneMoreChild](#)
- When creating social media posts, please use the logos provided in One More Child's online resources as previously referenced.
- One More Child encourages you to use videos that highlight One More Child and its services on YouTube at @OneMoreChild.

## EMAILS

- One More Child recommends utilizing your in-house email lists to promote your event and to stay connected with invitees before and after your event. One More Child does not share donors and/or partner's email addresses for protection of privacy.
- One More Child recommends considering a free service such as MailChimp, which offer event templates to place the details of your event.
- It must be clear that the email is not from One More Child but is in support of the organization.

## PRESS RELEASE

A press release is a standard format of presenting information to send to the press, i.e. newspapers, magazines, TV, radio, etc. The goal of sending a press release to media contacts is to publicly share your event and/or to garner event coverage.

Please email us at [children@onemorechild.org](mailto:children@onemorechild.org) with questions.

# CONTACT

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## LET'S CONNECT

We are here to walk alongside you throughout the planning process of your event. Please do not hesitate to reach out to our team with questions.

### **CONTACT: ERIN AMBROSE**

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