



Associate Event Guidelines/Requirements

Congratulations and thank you for considering holding an event to benefit Univera Serve First (“Serve First”) and its associated charity partners. Serve First is generally happy to approve a match for donations received at your event where possible and appropriate, but please note the following guidelines and requirements which must be followed to ensure a smooth experience and the appropriate approvals prior to your event.

BEFORE YOUR EVENT:

1. If you have an idea for a Univera Serve First event, please complete the **Univera Serve First Event Approval Form** and send it via email to ServeFirst@Univera.com or send it via mail to Univera Serve First, 3005 1st Ave., Seattle, WA 98121. Please do not contact Corporate Marketing or Events personnel. The form requests the following information:
 - a. The nature of the event (what you will be doing).
 - b. The proposed date.
 - c. The local charity your event will be benefitting (if not solely Univera Serve First), along with its contact information and website address. See #2, for more information.
 - d. The proposed venue.
2. Please remember Serve First’s mission statement as you look for local charities with which to partner. *Univera Serve First is dedicated to addressing the nutritional needs of at-risk children worldwide.* Therefore, if you are planning to benefit a local charity as part of your efforts, it must be a charity that focuses on a similar mission to Serve First, and that has a verifiable record of appropriate charitable spending, in Serve First’s judgment. Please contact us for further clarifications. **Your event is not approved unless you receive an official confirmation from Serve First.**
3. Have your advertising approved by Serve First after you have received an approval from Serve First and before you publicize your event. Any such advertising should be professional in nature and reflect well on Serve First.

Please allow at least 2-3 months prior to the event date for review and approval of your event/charity beneficiary.

THINGS TO REMEMBER:

1. After the event, please complete the **Univera Serve First Charity Grant Request Form** if you would like Serve First to match individual donations made at your event.
2. If approved, Serve First will match some or all individual donations made at your event to Serve First, at Serve First’s own discretion. The final amount of the match will not be determined until after your event and subject to the decision of the Serve First Board of Directors. Serve First is unable to match donations made by commercial organizations, however.
3. Please do not represent yourself as an officer or agent of Univera Serve First in your event planning. Associates are not authorized to make decisions on behalf of the charity. Contact Serve First with additional needs, but remember Serve First has limited resources.
4. Do not involve any form of gambling in your event plans. Raffles and lotteries are required to be registered with the state gambling commission, and Serve First does not have the resources nor the appropriate registrations in place to support such activities.
5. Please do not mix your Serve First event with any Univera business event. The fundraiser should be entirely separate from any business you conduct according to IRS rules. Serve First’s 501(c)(3) registration could be jeopardized in such an event.
6. It is easier for Serve First processing if all individual donation checks from attendees are made out to Univera Serve First. Please note one charity receipt will be issued to the event host for a single consolidated check; if your guests wish to receive separate receipts, please document names, addresses, and donation amounts and submit that to Serve First with your consolidated check and allow 4-6 weeks for your guests to receive their receipts.
7. Approval of your event does not mean Serve First will be able to provide volunteers or officers to speak at your event. You are responsible for all aspects of the event’s production, including the costs and resources required to get any necessary permits, insurance binders, or any other needed items.
8. **Not following these guidelines could result in the loss of any future approvals for any event you hold, as well as invalidate any preapproved match from Serve First in some instances. Please pay attention to these requirements.**

GOOD LUCK AT YOUR EVENT!!



Univera Serve First Event Approval Form

Event Host: _____ Univera ID#: _____

Address: _____

City, State, Zip/Postal Code: _____

Event Name: _____ Event Date: _____

Event Description: _____

Event Date: _____

Charity (Check will be payable to this organization): _____

Address: _____

City, State, Zip/Postal Code: _____

Charity Mission (Must focus on mission similar to Serve First: *Univera Serve First is dedicated to addressing the nutritional needs of at-risk children worldwide.*):

Website Address: _____

Univera Corporate Officer(s) Request: _____

PLEASE EMAIL THIS FORM TO: SERVEFIRST@UNIVERA.COM OR SEND VIA MAIL TO: UNIVERA SERVE FIRST, SUITE #101, 3005 1ST AVENUE, SEATTLE, WA 98121.

Please note that your event is not approved unless you receive an official confirmation from Univera Serve First.



Univera Serve First Charity Grant Request Form

Event Host: _____ Univera ID#: _____

Address: _____

City, State, Zip/Postal Code: _____

Event Name: _____ Event Date: _____

Venue Name: _____

Address: _____

City, State, Zip/Postal Code: _____

Charity (Check will be payable to this organization): _____

Address: _____

City, State, Zip/Postal Code: _____

Contribution Funds Raised: \$ _____ Contribution Funds Donated to Serve First \$ _____

PLEASE SEND FUNDS ALONG WITH THIS FORM TO: UNIVERA SERVE FIRST, SUITE #101, 3005 1ST AVENUE, SEATTLE, WA 98121. GRANT CHECK WILL BE SENT TO YOU.

(Internal Corporate Use Only)

Date Contribution Funds Received _____

Serve First Matching Amount: \$ _____

Univera, Inc. Matching Amount: \$ _____

Total Check Amount: \$ _____

Date Check Issued to Charity: _____