



# “Be a Rescuer” Benefit Event

Thank you for your desire to “Be a Rescuer” by helping us help others! The City Rescue Mission of Lansing provides food, shelter, and hope to hundreds of women, children, and men in Michigan’s capital area. We would be unable to continue serving in our community (as we have for over 100 years) if not for the generous support of Rescuers like you. Below is information that will help you understand what guidelines we ask you to follow, if you are holding an event or collecting items on behalf of the Mission. Please remember that, as a nonprofit, we have a responsibility not only to those we serve but also to those who support us, and as a Christian ministry, we have to protect our reputation and our testimony.

## ***Supporter Event Protocols***

We are a Christian organization and do not participate in events that involve the sale or consumption of controlled substances. We also request that all activities and supporting events be family friendly and involve modest dress and subject matter. While we are grateful for your desire to help us help others, we cannot accept donations (monetary or non-monetary) collected by

- Casino nights or gambling,
- Sales of controlled substances (e.g. alcohol or drugs),
- Places that only sell/distribute controlled substances,
- Through events where the main focus is gambling, consumption/purchase of controlled substances, programs that cast the Mission in a negative light for our supporters/community, or activities that contradict the moral standards of the City Rescue Mission and its doctrinal statement.

This list is not inclusive. If you feel that your event may be questionable, please contact us at 517.485.0145 or by emailing [info@BEaRESCUER.com](mailto:info@BEaRESCUER.com) for further clarification.

## ***Publicity Materials***

- If you wish to use our logo and contact information in publicizing your event, we must first know full details of the event and issue approval. If the event conforms to our “Supporter Event Protocols,” we will gladly provide you with a digital version of our logo. All use of the City Rescue Mission logo must be reviewed and approved prior to use and may not be altered.
- We will also provide you with brochures, newsletters, and other informational literature.
- Depending on scheduling, a representative from the Mission can bring a display and promotional literature and address your group/organization. We do ask that you schedule this with us at least two weeks prior to the event.
- We reserve the right to view *and comment* upon any printed materials you produce that promote the event before its distribution, especially those items using the Mission logo.
- We may assist in publicizing the event in the manner that seems most appropriate and cost-effective to us. We reserve the right to determine our publicity efforts. If you do wish to have your event mentioned in a Mission newsletter, please note that we need information about the event at least two months prior to the event. Newsletter materials are prepared the 15<sup>th</sup> of the month prior to mailing (i.e. the June newsletter is prepared by May 15).

## ***Frequently Asked Questions***

**Is the Mission a 501(c)3 Registered Non Profit?** Yes, the Mission is a registered charity.

**What does the Mission need?** Along with funding, you can find the [Mission needs list](#) on our [website \(www.BEaRESCUER.com\)](http://www.BEaRESCUER.com); we send a current list in our [monthly newsletter](#); and we have several “Drive Flyers” available at [www.BEaRESCUER.com/CRMNeeds.html](http://www.BEaRESCUER.com/CRMNeeds.html). You can also “like” us on facebook to get regular updates on immediate needs ([www.facebook.com/BEaRESCUER](http://www.facebook.com/BEaRESCUER)).

**Will participants be put on a mailing list?** The Mission’s practice is to include all monetary donors on our regular mailing list. This allows them to receive a “giving report” on the month following their donation and also provides them with information on how their gift is making a difference in the lives of those we serve. Those who do not give monetarily may request to receive our monthly newsletter; otherwise, they will not be added to our regular mailing list. We do not sell or share our mailing list.

**Where do we send checks/monetary donations?** Checks and monetary donations can go directly to our administrative offices: 2216 S. Cedar St., Lansing MI 48910.

**Where do we take donations of items (personal needs, food, etc.)?** Items from our needs list or Drive Fliers can go to our donation drop-off site at 607 E. Michigan Ave., Lansing MI 48912. Please note that there is a delivery entrance behind the building.

**Can you pickup items?** We can schedule pickups from businesses, churches, and organizations that collect items from our needs list; we do not pickup from residences. Please contact us at least two weeks prior to when you need a pick-up; unfortunately, we do not have the ability to accommodate requests for immediate pick-ups. We do appreciate your understanding if we are not able to pick-up on the exact date/time of your first request. If you do a drive to collect items not on our needs list or Drive Fliers (e.g. home goods, clothing items other than new socks and underwear, or furniture), please call our thrift store: 517.203.5190.

**Can we have a yellow barrel and how do barrel drives work?** Barrel drives are similar to regular drives, except that we provide a yellow barrel in which you can collect items. These barrels are for temporary drives, as part of our annual “Pack the Pantry” drive during Thanksgiving and Christmas, or as permanent collection receptacles. Please see the “Barrel Drive” guide on our website for more information on the barrels ([www.BEaRESCUER.com/pdfs/CRMBarrelDrive.pdf](http://www.BEaRESCUER.com/pdfs/CRMBarrelDrive.pdf)).

**Will we get receipts?**

Monetary Donations: those who give monetarily need to provide their contact information (Name and Address) to receive a giving report, which mails the middle of the following month. Those who give monetarily will receive our monthly newsletter, as a way of learning more about the Mission and “seeing” how their gift is making a difference. Please note that giving reports mail with the newsletter for postage savings.

Non-Monetary Donations: we can only issue receipts for non-monetary donations to individuals who deliver items directly to the Mission. If you have questions about this, please call our offices at 517.485.0145 or email [info@BEaRESCUER.com](mailto:info@BEaRESCUER.com).

**Will we get a thank you letter?** We would love to send a thank you letter for you to share with the group/organization. However, we do need you to provide contact information and make the request for a thank you letter when the items are delivered/picked up, as those receiving the donation will have to share that information with our office.