



CVC Charity Fair Process for Agency Coordinators

1. Do I invite CVC Charities to my Agency for a Charity Fair/Expo?

- No. Agency CVC Coordinators should submit a special event form request to DHRM CVC Staff if they would like to host a CVC charity fair/expo at their respective agency location or contact: cvcsupport@dhrm.virginia.gov. CVC Staff will send out an invitation to ALL the charities that are currently participating in the Campaign. The hosting agency will be blind copied on the invitation to view that the invitation has been sent, then charities will respond to the point of contact on the invitation.
- If a hosting agency is planning to host multiple charity fairs/expos throughout the campaign season, please submit a form for each date and time, so that we may send out the invitations on your behalf.

2. When are charities notified if they are selected to participate in a charity fair/expo? Should they receive a sincere regrets email if not picked?

- The hosting agency should send the selected charities a confirmation email once the Coordinator has determined that they have met their charity capacity quota and diversity standard (meaning...not all the same type of charities, unless themed).
- The hosting agency should send a sincere regrets email out of courtesy to those charities that did not get selected for the event, so the charity may plan for other events that may be taking place somewhere else in their area. If you are hosting multiple charity fairs for the campaign season, invite those charities that didn't get selected to this event to your next charity fair/expo!

3. How are the invitations sent?

- Email invitations for agency charity fair/expo are sent as soon as we receive the request from the host Agency using the template.



4. How do I choose from all these charities? What about themed-charity fairs/expos?

- Usually, 1st come, 1st serve. However, the host agency should pick a balanced representation of charities to meet a diversity standard (not all pet charities, not all medical, etc.).
- If you want to host a themed-charity fair/expo (i.e., Veterans Day, Pets, Children, Emergency Assistance) – you may have all related charities attend that event. Please inform CVC Staff if themed so that we invite all charities related to the theme.

5. Is there a wait list/standby list?

- We do recommend. You may create a list in case confirmed charities have canceled due to unforeseen circumstances. In the event of a cancellation, charities are strongly encouraged to contact the host agency up to 48 hours before the event, so hosting agencies can replace them. This is so that you may fill that space with a charity at the top of the wait list. You can indicate in your email to the confirmed charities if they would like to be placed on a “Standby/Wait List” for the event.

6. Should charities keep emailing the inviter/host agency to see if there are any cancellations? Will they be notified of any cancellations?

- No, all charities that have replied to the hosting agency should either receive an attendance confirmation email or a sincere regrets email after you have met your capacity and charity diversity standard. This will help charities if they have been invited to multiple charity events possibly held on the same day.

7. If a charity attended the last charity fair, will they get invited to the next one?

- Yes, all charities in the current campaign will be sent the invite, but all won't get selected, due to the location, space and how fast they respond to the invite. For example, if a charity based in Charlottesville is selected to attend a fair in Richmond, they should consider attending a fair in Harrisonburg or Staunton instead. If you received a lot more replies to your invitation than you expected, we encourage you to choose those charities that didn't get selected for this event.

8. What is provided at the host location when a charity signs up?



- The charity should receive an attendance confirmation email and updates for directions, parking information and security requirements. At the event, please provide a table (with size specifications) and a chair. Depending on the size of the event, two chairs per table may or may not be available. Please remember, charities may bring their organizations table skirt/cloth.

9. Will charities get directions or notifications? How soon after registering or close to the date will they get this information?

- Directions, updates and other requests are sent by the host agency after charities have responded by the cut-off date and confirmed the charity's attendance. Charities should be sent the event's physical address in the event confirmation email for GPS & Smart phones. The address and updates should also be sent again (1) week prior to the event and on a case-by-case basis (those charities new to the campaign).

For questions, please contact cvcsupport@dhrm.virginia.gov.