



## **Guidelines for Submission**

*Please review these guidelines prior to submitting an activity or event to the Nonprofit Events Hub.*

Activities and events that do not comply with these guidelines will not be accepted. If you have questions, contact us at [nonprofitcenter@aacounty.org](mailto:nonprofitcenter@aacounty.org).

The NEH is an online listing of events and activities hosted by nonprofits and was designed to encourage partnerships between local nonprofits and community members to promote engagement and volunteerism with the overall goal of improving the lives of residents in Anne Arundel County. **The events listed on the NEH are not sponsored or endorsed by Anne Arundel County.**

The County reserves the right to decline any submission that does not adhere to these guidelines or otherwise meet with the mission of the County at its sole discretion, and the following guidelines apply:

1. The submission form must be completed in its entirety.
2. All activities must be hosted by a qualified organization with active 501(c)(3) status that operates within Anne Arundel County.
3. The event or activity should be free to participants or require only a nominal fee (\$20 or less).
4. The activity should enhance health and well-being in Anne Arundel County. Unsure if it does? Check out our description of the social determinants of health on our [website](#).
5. The activity should take place in Anne Arundel County or otherwise concern the residents of Anne Arundel County.
  - a. In the case of an online event, submissions may be accepted if:
    1. the event is planned by an organization based in Anne Arundel County; or
    2. the event promotes health and well-being, as listed in (4) above.

b. If the event is in Maryland, but outside of Anne Arundel County, the submission may be accepted if:

1. it is a multi-jurisdiction event that beneficially impacts Anne Arundel County; or
2. at least 50% of the organization's clients Anne Arundel County residents; or
3. it is a major event that will beneficially impact Anne Arundel County (for example, a Chesapeake Bay-centered event in Queen Anne's County) .

6. Ensure that any and all web links associated with the event are active. This includes, but is not limited to, registration links, flyers, or agendas.

7. The event must be open to all residents of the County and reasonably accessible to anyone who wishes to participate. Community-specific events may be approved so long as they are accessible. Examples of non-accessible events include those held in gated communities that are not open to the public. Events with an entry or registration fee (\$20 or less) may be accepted so long as they are open to everyone.

8. Political events that promote candidates running for office or partisan political organizations or activities will not be accepted.

9. Events that promote violence or hate in any manner will not be accepted.

10. The event must not violate any federal, state, or county laws, rules, or regulations, and must have proper approvals and permits when required.

11. Ideally, the activity will take place at least 2 weeks from the day of submission, however submissions will not be turned down for that reason. The review process takes approximately 3 business days.

Anne Arundel County does not endorse events posted on the NEH. The NEH is a service provided to nonprofits and residents of the County to encourage participation in activities to foster volunteerism and civic engagement.