



## Third-Party Fundraising Event Policies and Procedures

Congregations for the Homeless greatly appreciates the support of its work from our friends who host fundraising events on our behalf. To ensure the event runs smoothly, please follow these simple guidelines.

Congregations for the Homeless requires completion and return of the fundraiser application form for review and authorization at least 60 days prior to the event. Congregations for the Homeless staff will review requests and respond to the application within 15 days of receipt of completed form.

### How we can help:

Congregations for the Homeless' ability to offer services for third-party fundraising events is limited by staff size and internal obligations. Congregations for the Homeless is able to provide the following:

- A letter of authorization to validate the authenticity of the fundraising event.
- Possible promotion of event via Congregations for the Homeless' e-newsletter (2,500 contacts), and distribution of paper marketing materials if provided by third party.
- Informational brochures or fact sheets about Congregations for the Homeless' programs and services.
- Attendance at the event and/or reception to receive proceeds by a member of Congregations for the Homeless staff, based on availability and scheduled in advance.
- Use of Congregations for the Homeless' logo and name upon review and approval of event and materials.
- Written tax receipts to donors who make checks payable to Congregations for the Homeless.

### Policies:

- All donations and event proceeds are to be delivered or mailed to Congregations for the Homeless no later than 60 days after the fundraiser. A written accounting of net proceeds from the event must be available if requested by Congregations for the Homeless.
- The amount or percentage of proceeds to be donated to Congregations for the Homeless must be clearly communicated so the public knows what amount of their funds will directly benefit Congregations for the Homeless.
- Congregations for the Homeless cannot underwrite any portion of a fundraiser or event, or be responsible for any expenditure related to a third-party fundraising event.
- Congregations for the Homeless will not incur any fundraiser-related costs. The event organizer will be solely responsible for all operational costs.
- Congregations for the Homeless will not solicit sponsorship revenue for outside fundraising activities organized by a third party.

- Congregations for the Homeless cannot release its list of supporters or donors nor solicit its donors or Board of Directors to make or solicit event donations.
- When tax receipts are requested for cash donations, third-party event organizer is responsible for collecting the names, addresses and contact information of the donors.
- The event organizer agrees not to hold Congregations for the Homeless, its affiliates, officers, employees, agents, representatives, contractors and licensees responsible for any legal claims, losses, damages or expense that may arise as a result of this fundraiser/event.
- The event planners are responsible for obtaining any necessary permits, licenses or insurance required.
- Primary event publicity is the responsibility of the event organizers; however, event publicity such as flyers, press releases, public service announcements, etc., must be reviewed and approved by Congregations for the Homeless. The event and publicity should be supportive of the mission of Congregations for the Homeless. See above for what Congregations for the Homeless can provide in terms of publicity.

# CFH Third-Party Special Event Application

Name of group/organization planning event:

\_\_\_\_\_

Name of individual(s) in charge of event:

\_\_\_\_\_

Mailing Address:

\_\_\_\_\_

City/State/Zip:

\_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of event:

\_\_\_\_\_

Date/Time of Event:

\_\_\_\_\_

Location of event: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Event is:  Open to the public  Invitation only Ticket Price: \$\_\_\_\_\_ Table Price: \$\_\_\_\_\_

Has this event taken place before:  Yes  No If so, when? \_\_\_\_\_

What is the anticipated amount to be raised from this event? \_\_\_\_\_

Will the amount raised be matched?  Yes  No

Briefly describe the event and the fundraising components (ticket sales, table sales, raffle, auction, sponsors, etc.) Please use the back of this form if you require additional space.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you like to have someone from Congregations for the Homeless present at your event?  Yes  No

Do you plan to use Congregations for the Homeless' logo in any of your promotional materials?  Yes  No

If yes, what address can we e-mail it to? \_\_\_\_\_

Will you need Congregations for the Homeless brochures?  Yes  No How many?

Will all net proceeds go to Congregations for the Homeless?  Yes  No

If no, list additional beneficiaries:

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**Please fill out and email to the attention of David Bowling, davidb@cfhomeless.org.**