

Third Party Event(s) Guidelines & Agreement

Thank you for your interest in hosting an independent third-party fundraising event to benefit Habitat for Humanity in Monmouth County (HFHMC). Events such as yours are important to HFHMC's efforts to raise funds and awareness of our programs and services.

Please review and sign the following guidelines.

General Guidelines

1. Fundraisers benefiting HFHMC must reflect positively on its mission. HFHMC reserves the right to decline any fundraising proposal that is not in line with our mission.
2. The third-party fundraiser is responsible for all vendor agreements, contracts, insurance and necessary permits for the event. All games of chance and the appropriate documentation for these are the responsibility of the third party. HFHMC will not assume any legal or financial liability for a third-party event.
3. Third-party fundraising events must be fully planned, promoted, and executed by the third-party fundraiser(s).

Financial Guidelines

1. Third-party fundraising events must be financially self-sustaining without contribution or financial risk from HFHMC. All third-party fundraising event expenses are the responsibility of the third-party fundraiser and must be paid prior to donating to HFHMC. Refunds, or reimbursements, will not be available after the donation made.
2. Third-party fundraisers must fully and truthfully state the portion of the proceeds which will be donated to HFHMC in all advertising, promotions and in all contact with donors, sponsors and participants.

Marketing and Promotions Guidelines

1. HFHMC must be listed as a "beneficiary" on all promotional materials, not a sponsor.
2. Third-party event fundraisers are authorized to use HFHMC's logo provided to them by an authorized staff.
3. The third-party fundraiser is responsible for all marketing, including writing and distributing press releases, PSA's, Facebook postings, invitations, ads, etc.

Charitable Giving Guidelines

1. Unless the third party is a registered non-profit entity, donations made directly to a third-party event are not tax-deductible.
2. A donation solicited on behalf of HFHMC is fully tax deductible only when it is made directly and entirely to HFHMC. Donors wishing to receive a tax acknowledgment letter should provide their donation via check, or online, to HFHMC along with complete contact information.

I accept and agree to abide by the terms of these guidelines with respect to my Third-Party Event(s),
_____, to benefit HFHMC.
(Name of Event)

Name

Title

Company

Contact Email

Signature

Date

This agreement is not valid until signed by an authorized HFHMC staff member.

Diane Kinnane
Executive Director

Date

Third Party Event Information

Event Organizer:

Organization:		
Contact:		Title:
Email:	Phone:	
Street Address:		
City:	State:	Zip:

Event Details:

Today's Date:	Event Date & Time:	
Event Name:	Price of Ticket:	
Street Address:		
City:	State:	Zip:
Description of Event (Please include the method(s) of fundraising to be used):		
Please disclose other charitable organizations (if any) who will also benefit from this event and what percentage each charity is expected to receive:		
Anticipated Revenue:	Anticipated Donation:	