

Dear Friend,

Thank you for your interest in hosting a fundraising event for Hope Alive! We receive numerous inquiries each year from individuals and organizations that want to organize their own fundraising events in support of our organization. These “third party” events are run independently by dedicated volunteers who care about helping homeless families and strengthening our community.

What is a third party event? It is any fundraising event or promotion organized and executed by a person, group of people, or an organization to benefit Hope Alive. Examples of third party events include golf tournaments, run/walk events, yard sales, silent auctions, company dress-down days, bowl-a-thons, and more. Third party events promote greater awareness of Hope Alive and homelessness issues and also broaden our base of supporters, including donors, volunteers, prayer partners, and more. In addition, third party events are a vital source of support for Hope Alive and the families we serve.

The path to launching a third party event typically begins with an idea and plan of action that is presented to Hope Alive for approval (see enclosed). Please review the enclosed materials carefully and contact Hope Alive if you have any questions. As soon as I receive the information requested, I will review your event plans and be back in touch with you promptly.

Sincerely,

Doree Lynn Miles
Development Manager
Hope Alive, Inc.
301-241-4005

Enclosure

HOPE ALIVE, INC. THIRD PARTY EVENTS

Criteria: The following information is provided to:

- ensure that the third party event corresponds with Hope Alive's goals and values
 - outline fiduciary responsibilities for the sponsoring third party
 - prevent conflicts with Hope Alive's special events and ongoing activities.
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- The sponsoring third party's business or community affiliation must be consistent with the goals and values of Hope Alive.
 - The event must have potential to increase community awareness and/or raise funds for Hope Alive.
 - Sponsoring third party must submit an estimated budget with expense and revenue projections (if applicable), along with an event description, before the Fundraising Agreement will be signed. Final event income and expenses must be provided to Hope Alive by sponsoring third party within two weeks after the event.
 - To avoid conflicts with Hope Alive's ongoing development efforts, Hope Alive must approve in advance any businesses or individuals being solicited for goods, services, or sponsorships by the sponsoring third party.
 - If the logo or name of Hope Alive is to be used in any online or printed promotional materials, including press releases, Hope Alive staff must review and approve all art and copy prior to production and distribution.
 - Hope Alive's staff and/or volunteers are not available to assist with third party events.
 - Sponsoring third party may not use Hope Alive's letterhead or office supplies. Hope Alive's mailing list or donor/volunteer database is not available to sponsoring third party. It is at Hope Alive's discretion to promote the event through newsletter, website, or e-mail update.

Financial Responsibilities: Hope Alive, Inc. takes very seriously its legal and ethical obligation to conform with IRS tax law and to conduct our marketing and development activities in a manner that reflects a foundation of truthfulness and responsible stewardship.

- All expenses related to the event are the responsibility of the sponsoring third party. Hope Alive cannot fund any event costs or reimburse for expenses incurred before, during, or after the event.
- Hope Alive will not issue tax receipts for charitable contributions unless requested to do so. The tax-deductible amount is calculated after the fair market value of goods and services has been deducted, even if those goods and services were donated.

HOPE ALIVE, INC.
FUNDRAISING AGREEMENT FOR THIRD PARTY EVENTS

This agreement must be approved and signed by Hope Alive and the sponsoring third party before the third party event can be pursued or promoted in any way. Please complete the following:

This agreement is between HOPE ALIVE, INC. and _____ (hereafter referred to as Sponsor) for the purpose of raising awareness and support for Hope Alive.

Sponsor: _____

Address: _____

Contact person: _____

Daytime phone: _____ Cell: _____

E-mail: _____

Name and type of event planned: _____

Event date: _____ Start and end times: _____

Location: _____

Target audience: _____ Anticipated attendance: _____

Check here if Hope Alive staff or volunteer representative is needed to speak at this event.

Briefly describe the event, its purpose, and how event will be promoted and funded. _____

Projected expenses: _____ (Attach projected expense budget for this event). Projected gross income: _____.

Hope Alive will receive _____ of net proceeds from event or fixed amount of _____.

Check if Sponsor is soliciting individuals, businesses, or other organizations for goods, services, or monetary donations.

List other charities (if any) receiving support from this event: _____

Sponsor agrees to comply with all federal, state, county, and/or municipal charitable solicitation statutes and/or ordinances that purport to affect or apply to this event.

Sponsor agrees to handle all expenses related to the event. Proceeds or fixed amount will be distributed to Hope Alive no later than 30 days after the event. Hope Alive will incur no financial liability for this event.

If any of the terms of this agreement are not fulfilled, this agreement will be immediately considered null and void. Hope Alive reserves the right to terminate this agreement at any time by giving 10 days' written notice to the Sponsor. Neither Hope Alive, including its directors, officers, employees, and volunteers, will be liable for any injury to, or death of, any participant, sponsor, or individual in connection with this event. Neither Hope Alive nor its directors, officers, employees and volunteers will be liable for any property damage that may occur as a result of this event.

By signing below, Sponsor indicates that the Third Party Event Criteria and Financial Responsibilities have been read, understood, and will be adhered to. This agreement and any of the obligations and responsibilities hereunder may not be assigned or subcontracted by the Sponsor without the prior written consent of Hope Alive.

Hope Alive

Date

Sponsor

Date

Title

Title