



### **Third-Party Event Policies**

House of Hope encourages individuals and organizations to conduct fundraising events and donation drives to help us achieve our mission. Any individual or organization (outside of House of Hope) that organizes and hosts an event, promotion, sale, or donation drive on behalf of House of Hope is defined as a “third-party fundraiser.”

In order to enhance the success of third party fundraising events and to avoid conflicts with House of Hope’s donors, corporate sponsors, or other special events already planned, the following policies are required:

1. The third-party fundraiser must submit a *Third-Party Event Application* to House of Hope’s special events department at least 60 days prior to the proposed date, unless otherwise approved by House of Hope. If multiple events are proposed, a proposal must be submitted for each. Applications can be emailed to [chelsea@hohmartin.org](mailto:chelsea@hohmartin.org)
2. Typically, House of Hope is not able to provide staff to attend all fundraisers nor is it able to provide staff to coordinate volunteers, but is happy to provide appropriate informational material. House of Hope’s use of resources for the event will be determined on a case by case basis.
3. Third-party fundraising events must be financially self-sustaining without contribution from or financial risk to House of Hope. House of Hope will only accept the net proceeds of a third-party event.
4. Third-party event organizers are responsible for all vendor agreements, contracts, insurance and necessary permits for the event, including any liability for injuries sustained.
5. The third-party fundraiser is responsible for its own marketing, including writing and distributing press release, social media postings, invitations and advertisements. The third-party fundraiser must submit all publicity and promotional material containing the House of Hope logo to our Marketing/Communications Department for review and approval prior to publication and distribution. Please allow House of Hope staff five (5) business days to review these materials. Please Note: HOH third-party events that are approved by House of Hope may be advertised on the House of Hope website and social media channels.
6. House of Hope is the beneficiary – not a sponsor – of third-party fundraising events. Promotional materials that use House of Hope’s name should incorporate the following statement: “Proceeds to benefit House of Hope.”
7. All sponsor and in-kind donation solicitations for the event must be approved by House of Hope’s special events department prior to approaching any individual, corporation or foundation for this purpose.
8. Third-party organizers of donation drives are encouraged to contact House of Hope prior to beginning the drive to determine the organization’s most critical needs.
9. House of Hope *will not* approve a third-party event if it requires the sale or endorsement of a product or service, if it conflicts with House of Hope’s mission, fundraising efforts or event calendar, or if it promotes a political party, candidate or potential candidate.

10. House of Hope may cancel a third-party event or disassociate with a third-party event at any time if policies are not satisfied.

For questions or more information on third party events, please contact Chelsea Paine at 772-286-4673 x 1002 or at [chelsea@hohmartin.org](mailto:chelsea@hohmartin.org). Thank you very much for your interest in supporting House of Hope's mission, programs and services!



House of Hope: 2484 SE Bonita Street ♦ Stuart, FL 34997

*Empowering Martin County residents to overcome hunger & hardship.*

(772) 286-4673 ♦ Fax: (772) 286-7696 ♦ [www.hohmartin.org](http://www.hohmartin.org)

Hobe Sound: ext. 1200 ♦ Indiantown: ext. 1300 ♦ Jensen Beach: ext. 1400

### Third-Party Fundraising Proposal Form

This form serves as an agreement between the fundraiser and House of Hope for the purpose of the fundraising program described below.

Please return this form to [chelsea@hohmartin.org](mailto:chelsea@hohmartin.org) for event approval.

<b>Third-Party Information</b>
Today's Date:
Name of Third-Party organization:
Address:
Third-Party Organization's Phone:
Third-Party Organization's Email:
Web Address/Facebook Handle:
<b>Contact Information</b>
Name of Primary Contact Person:
Contact Phone:
Contact Email:
<b>Event Information</b>
Name of Event:
Location of Event (include address):
Description of Event:
Date/Time/Duration:
Any other pertinent information: