

# Habitat for Humanity Kingston Limestone Region Third Party Fundraising Agreement



Thank you for supporting Habitat for Humanity Kingston Limestone Region. We want your fundraising activity to be successful and we will do what we can to make that happen, including:

- Offer advice on event planning
- Provide resources such as the Habitat for Humanity corporate messaging and/or Habitat for Humanity logo, brochures, speakers, etc.
- Provide a letter of authorization to validate the authenticity of the event or promotion as fundraiser for Habitat for Humanity Kingston Limestone Region

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- Assist you in designating your contribution to a specific area of Habitat for Humanity Kingston Limestone Region
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- Provide charitable tax receipts to donors who make a minimum \$20.00 tax-deductible donation through Habitat for Humanity Kingston Limestone Region. Please record donations on a Habitat for Humanity Kingston Limestone Region form.

### **Guidelines**

**Please submit a third party application no less than two weeks prior to the proposed fundraising activity.** Approval will be granted on a per event/promotion basis. Applicants must reapply annually for approval. We review the application to make sure that the fundraising activity complements the mission of Habitat for Humanity and enhances the current, positive image.

**Permission must be give by Habitat for Humanity Kingston Limestone Region to use our name/logo in conjunction with your event or promotion. Once approved and if appropriate, Habitat for Humanity Kingston Limestone Region will provide a copy of our logo via e-mail upon request. Habitat for Humanity must approve all advertising, marketing, and/or publicity that are intended for an external or public audience prior to distribution. Copies of your external public promotional materials should be submitted to our Kingston Office at [office@habitatkingston.com](mailto:office@habitatkingston.com)**

**The event or promotion name must be followed by “In support of”, or “Proceeds to” followed by the Habitat for Humanity Kingston Limestone Region logo. Publicity may not imply that the event is sponsored or co-sponsored by Habitat for Humanity or that Habitat for Humanity is involved as anything but as the beneficiary.**

The public should be informed how Habitat for Humanity Kingston Limestone Region will benefit from the event or promotion. If Habitat for Humanity Kingston Limestone Region will not receive all of the proceeds, then the wording must clearly reflect that Habitat for Humanity Kingston Limestone Region is not the sole beneficiary.

Habitat for Humanity Kingston Limestone Region must be notified if another organization will benefit form this event.

Licences are required for all raffles. As such, a third party cannot conduct a raffle on behalf of Habitat for Humanity Kingston Limestone Region. However, a third party may wish to conduct a “promotional draw” with a suggested donation amount. In this case, should someone request a free draw/raffle ticket, you would have to provide it (99% of people will pay).

Habitat for Humanity Kingston Limestone Region and all related entities are not liable for any injuries sustained by event volunteers or participants related to an event benefiting Habitat for Humanity Kingston Limestone Region, and cannot assume any type of liability for your event.

Habitat for Humanity does not have the resources to provide staff or volunteers to support all third party fundraising events or promotions. However, there may be some areas where we can assist. Please call our Kingston office at 613.548.8763 ext.202 or email [office@habitatkingston.com](mailto:office@habitatkingston.com)





## Brainstorming

The following is a list of event ideas to help you get started with your brainstorming!

- 50/50 Raffle Draw
- Auction
- Benefit BBQ
- Benefit Concert
- Boat Cruise
- Bowling Party
- Can/Bottle Drive
- Car Wash
- Coffee House and Poetry Slam
- Dance/Walk/Bike/Swim-athon
- Dinner Party
- Fashion Show
- Food Sale
- Food Sampling/Wine Tasting
- Gala Ball
- Game Night
- Gift-wrapping
- Girls/Boys Night In
- Lemonade Stand
- Movie Night
- Office Olympics
- Penny Drive
- Photo Contest
- Quiz Night
- Seasonal or themed Fair
- Sign-a-stud for a Habitat Family
- Speaker Series
- Sports Tournament
- Super Bow/Stanley Cup/World Cup Party
- Talent Show
- Used Clothing Sale
- Video Game Competition
- Yard Sale



## Event Planning Checklist

This Checklist will help you keep track of your event planning. Please keep in mind every event is unique, and this checklist is intended for reference only.

### Before

- Define the fundraising goal of the event.
- Determine the type of event
- Examine the legal and safety regulations related to the event
- Obtain the necessary permits and license for all activities
- Book a venue appropriate for the event
- Choose a date for the event
- Budget and financial planning
- Enlist and train volunteers for the day of the event
- Express interest to Habitat for Humanity Kingston Limestone Region
- Promote the event and ensure all materials with the Habitat name/logo have been approved
- Purchase the décor, food, and other applicable supplies for the event
- Reserve for equipment rentals
- Source in-kind donations for prizing and other event supplies
- Draft an event agenda

### During

- Prepare guest list, name tags, extra parking maps, press kits and Habitat collaterals
- Make logistical arrangement on the delivery of event supplies and catering
- Display relevant permits
- Assign someone in charge of donations
- Secure representative from Habitat for Humanity to speak, if necessary

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**After**

- Collect the funds
- Follow up with any outstanding payments for venue, equipment rentals, catering, etc.
- Thank donors and participants
- Compile all of your donation forms, pledge forms and monies collected, delivery the donations to Habitat for Humanity Kingston Limestone Region no later than two weeks after the event.



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# Sample Budget Form

## Expenses

Expense Item	Expense Amount	Purchase Date	Purchase By	Additional Information
Venue Rental				
Décor Supplies (chart papers, sharpies, pens and type)				
Food/catering				
Venue Staffing				
Parking Permit				
Raffle Prizing				
Event Permits				
Promotional Materials Print				
<b>Total Amount</b>				

## Revenue

Revenue Item	Unit Price	Number of Unit	Total Payment Amount	Additional Information
Ticket Sales				
Raffle Draw				
		<b>Donations</b>		
		<b>Sponsorship</b>		
		<b>Silent Auction</b>		
		<b>Live Auction</b>		
		<b>Total Amount</b>		
		<b>Net Revenue</b>		

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