



## **Third-Party Fundraising Guidelines and Agreement**

Thank you for making FavorHouse of Northwest Florida the beneficiary of your fundraising efforts! Together, we make strides to end Domestic Violence by supporting victims and their children as they build a new life free of abuse.

To help make your fundraiser successful and enjoyable, and to make the best use of our staff resources, please review the following guidelines for third-party fundraisers benefitting FavorHouse.

### **General Guidelines:**

- Third-party fundraising agreements should be submitted to Community Relations Manager, Jennifer Hill at [Jennifer@FavorHouse.org](mailto:Jennifer@FavorHouse.org), at least two weeks prior to the event date.
- Approved third-party fundraising events must be referred to as “benefitting FavorHouse of Northwest Florida” or a specific FavorHouse program. They may not be represented as “sponsored by” or “conducted on behalf of” or similar terminology.
- FavorHouse prohibits events involving the promotion or support of a political party or candidate.

### **Promotion & Logo Usage:**

- Any use of the FavorHouse name or logo must be approved by FavorHouse prior to the fundraising event promotion.
- FavorHouse makes a best effort to share your event promotions with its social media followers, this extra promotion is a perk of supporting FavorHouse, but is not guaranteed.
- To assist FavorHouse staff in sharing the promotion of your fundraising event, “tag” FavorHouse on it’s social media channels:
  - Facebook [FavorHouse](#)
  - Instagram [@favorhouse\\_northwestfl](#)

### **Finance & Tax Rules:**

- FavorHouse has no fiduciary responsibility for your event(s) and no liability for event or execution including promotion, set-up, staffing or the collection and management of funds raised in connection with events or promotion.

**Finance & Tax Rules (continued):**

- FavorHouse will not solicit sponsors or auction items on behalf of event organizer nor provide any donor or volunteer contact information, mailing lists, press contacts, or formal advertising.
- FavorHouse will not be responsible for expenses in connection with third-party fundraisers.
- FavorHouse will receive only the final net donations from the proceeds of the event(s). Under no circumstances will third-party event revenue and expenses flow through FavorHouse accounts.
- Only individual donors who have written checks or processed online donations directly to FavorHouse will receive official acknowledgement from FavorHouse of Northwest Florida.
- No bank accounts or holding accounts may be established in FavorHouse’s name.

**Liability:**

- The third-party fundraiser, organizer, and all of their employees, contractors, agents, and volunteers shall obey all federal, state, and local laws and regulations relating to the promoting and conducting their events, including fundraising rules and regulations.
- The third-party event organizer shall indemnify, defend, and hold FavorHouse of Northwest Florida harmless from and against any and all claims, actions, proceedings, losses, damages, costs, fees, attorney fees, expenses, and liabilities arising from or relating to events or fundraising activities planned and/or conducted.
- The third-party fundraiser will obtain all permits and/or licenses necessary for fundraising and the hosting of raffles and games of chance.

**Guidelines Acknowledgement & Agreement:**

Name of Team/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Third-Party Fundraising Event: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_

I certify that I have been authorized by my organization to enter into this agreement. I acknowledge and agree to the terms set forth in these third-party fundraising guidelines.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_