Dear Habitat Supporter,

Thank you for choosing Habitat for Humanity of Montgomery and Delaware Counties (Habitat MontDelco) to be a part of your fundraising event. It is thanks to the support of individuals like you that our organization continues to serve families across Montgomery and Delaware Counties. Your decision to host an event benefiting Habitat MontDelco is truly making a difference in the community!

Each year, Habitat receives many requests from thoughtful individuals, organizations, and businesses who are interested in coordinating fundraising events to support the work we do in the community. To ensure that our staff can provide each supporter with all the resources needed to host these events, we ask that applications be submitted at least **6 weeks prior** to the proposed event date.

In addition to this letter, we have enclosed an application form along with a list of guidelines and a document detailing our Third Party Fundraising policies. Also included is a list of additional fundraising ideas you can use while you brainstorm ways to get your community engaged in the event. Once complete, please submit your application to our Volunteer and Community Relations Manager, Cara Przybylowicz at cara@habitatmontdelco.org. Be sure to be as elaborate as possible when completing your application form. The more information that is provided, the more likely we are to approve the proposed event.

Again, we thank you for your interest in joining Habitat MontDelco in our mission to end poverty housing. For more information about our organization, and the projects that are currently underway in your community, please visit our website at habitatmontdelco.org. We look forward to the learning more about the exciting ways you plan to fundraise!

Sincerely,

Marianne Lynch
Executive Director
EVENT APPLICATION & AGREEMENT FORM

On behalf of Habitat for Humanity of Montgomery and Delaware Counties, thank you for supporting our mission to end poverty housing! It is because of your partnership that we are able to help families in need. Please complete and submit this Event Application & Agreement Form to Elizabeth Hefner at ehefner@habitatmontdelco.org at least 6 weeks prior to your anticipated event date. Refrain from promoting Habitat MontDelco as part of the proposed event until we have confirmed our ability to be involved.

<table>
<thead>
<tr>
<th>CONTACT INFORMATION</th>
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<tbody>
<tr>
<td>Event Organizer:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Cell Phone:</td>
</tr>
<tr>
<td>Email:</td>
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<tr>
<td>Fax:</td>
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How did you hear about us?
I am aware that Habitat MontDelco may not be able to support certain events that do not align with their mission and their values. (Initial:_______)

<table>
<thead>
<tr>
<th>EVENT DETAILS</th>
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<tbody>
<tr>
<td>Type of Event:</td>
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<tr>
<td>Purpose:</td>
</tr>
<tr>
<td>Description of Activities:</td>
</tr>
<tr>
<td>Date of Event:</td>
</tr>
<tr>
<td>Location:</td>
</tr>
<tr>
<td>Time:</td>
</tr>
<tr>
<td>Expected Attendance:</td>
</tr>
<tr>
<td>Fund-Raising Goal:</td>
</tr>
<tr>
<td>Percentage of funds raised to go to Habitat MontDelco (minimum 25%):</td>
</tr>
<tr>
<td>Turnaround time for Company/Organization to get funds to Habitat MontDelco:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDITIONAL INFORMATION</th>
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</thead>
<tbody>
<tr>
<td>Will there be a Habitat MontDelco display table?</td>
</tr>
<tr>
<td>Will there be a presentation?</td>
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<tr>
<td>Will other organizations be featured?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPECIAL REQUESTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments:</td>
</tr>
</tbody>
</table>
General Guidelines

• Third Party Fundraiser coordinators are *solely* responsible for the planning and execution of the proposed event. However, limited support may be provided by Habitat MontDelco. Please view the proposal application for further details on what support Habitat MontDelco may provide.

• Any requests for support must be clearly indicated in the appropriate section of the application at the time of submission.

• All Third Party Fundraising events must be planned and executed in compliance with the federal and local laws in the region of which the event will be held. Events must also adhere to the guidelines that are provided in this packet.

• Sponsorship solicitations must be orchestrated by the Third Party Event Coordinators. Habitat MontDelco reserves the right to view documented account of all potential sponsors to ensure that there is no overlap with the Third Party Event and our current engagements and/or partnerships.

• We ask that all event guest complete and sign a photo release waiver, which must be submitted to Habitat with the other closing documents at the time indicated in the Fundraising Agreement,

Marketing Guidelines

• Please refrain from using any promotional material that refer to Habitat MontDelco until the proposed event is approved.

• All promotional material must be approved by Habitat MontDelco prior to dissemination.

• The Habitat for Humanity of Montgomery and Delaware Counties logo, which will be provided to Third Party Event coordinators upon event approval must not be altered in any way. When referring to Habitat during promotion, please refrain from using any abbreviations other than Habitat MontDelco.

• All promotional materials must include the percentage of proceeds that will be donated to Habitat MontDelco.

Financial/Legal Guidelines

• A minimum of 20% of the event proceeds must be donated to Habitat MontDelco.

• All checks must be made payable to Habitat for Humanity of Montgomery and Delaware Counties.

• Habitat for Humanity of Montgomery and Delaware Counties will not be held responsible for any injuries, damages, losses and/or legal disputes which occur during the proposed event.

• In the event that the proposed event is approved, Habitat MontDelco reserves the right to view any and all of financial documents pertaining the event.
What Can Habitat Provide to Support the Execution of Your Event?

• Information about all of our social media sites – site addresses, handles, names

• Gift List Flyer (ex: a $100 donation provides one bedroom window for a Habitat Family)

• Habitat for Humanity of Montgomery and Delaware Counties literature:
  - Flyer with information about each programs
  - Pamphlets with information concerning ReStore Montco
  - Newsletters

(Habitat for Humanity of Montgomery and Delaware Counties will provide digital copies of program flyers to be copied/printed by the organization hosting the event. Pamphlets, brochures, and newsletter will be provided upon request)

• Business cards with information to contact each staff member

• Habitat Branded giveaway items

*Habitat for Humanity of Montgomery and Delaware Counties reserves the right to deny excessive requests for “swag”

Please indicate all materials you will need for the event on the next page.
3rd PARTY EVENT KIT
Check-list:

Do you need the following items at your event? Check yes or no:

<table>
<thead>
<tr>
<th>Item</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Habitat flyers</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Information about all of our social media sites</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Staff member business card/general contact information</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Would you like Habitat MontDelco representative at the event?</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Habitat Branded Giveaway items</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Gift List flyer</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Would you like to use our logo?</td>
<td>___</td>
<td>___</td>
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</tbody>
</table>
Once you review the guidelines and policies for hosting a Third Party Fundraising Event, please sign a copy of this form and submit it along with your fundraising proposal.

The attached document must be completed and **submitted at least 6 weeks prior** to the proposed event. Please allow 2 weeks after this document is submitted for Habitat for Humanity of Montgomery and Delaware Counties to thoroughly review your proposal and to reach a decision. Once you are approved for your proposed event, you will receive a signed copy of this form and the Habitat for Humanity of Montgomery and Delaware Counties logo for event promotion.

I, ______________________, Event Organizer, am requesting permission for the limited use of the Habitat for Humanity of Montgomery and Delaware Counties brand and promotional materials for the purposes of conducting the above Event to help raise support for the work of Habitat for Humanity of Montgomery and Delaware Counties. I agree to abide by the Branding Guidelines in conducting the Event.

By signing this document, I/we acknowledge the policies and guidelines of organizing a Third Party Fundraising Event with Habitat for Humanity of Montgomery and Delaware Counties and I/we agree to comply with all regulations. I am aware that Habitat MontDelco may not be able to support certain events that do not align with their mission and their values. I/we also agree to the provision of all additional documentation requested by Habitat for Humanity of Montgomery and Delaware Counties in order to complete the approval process. Furthermore, I/we attest that all the information provided in this Third Party Fundraising application form accurately describes the event.

I/We agree that in the event this proposed event is approved, Habitat for Humanity of Montgomery and Delaware Counties will not be held responsible for any damages, losses, injuries of other legal disputes that are encountered during the proposed event, or which may occur as a result of failure to comply with the provide guidelines and/or any other local or federal laws.

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**Signature**

**Date**

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**Printed Name**

**Title**

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**Habitat for Humanity of Montgomery and Delaware Counties Representative**

**Date**

*Once signed, please return to Cara Przybylowicz, Volunteer and Community Relations Manager at cara@habitatmontdelco.org*
EVENT TIMELINE

6-8 weeks out:
Application Submitted
Application Approved/Denied within 1 week of submission
All applicants will receive notification of the approval status of the proposed event

If approved
6-8 weeks out:
Marketing kit sent to Organization/Company

5 weeks out:
Contract Signed by Habitat MontDelco
Expectations clarified and signed off on by Organization/Company

4 weeks out:
Marketing materials FROM Organization/Company send to Habitat MontDelco for approval
ALL Sponsor names send TO Habitat MontDelco

3 weeks out:
If no Habitat MontDelco Staff is attending – Swag/Fliers/Habitat info sent to Organization/Company
(if staff is attending – all will be provided on the day of the event)

1-2 weeks out:
Ensure that all details are finalized and in place
Make sure all questions are answered and clarified

HAVE A GREAT EVENT!

1-2 weeks after:
Expected information should be sent to Habitat MontDelco including photo releases and list of attendees

3.5-4 weeks after:
Donation check made payable to Habitat for Humanity of Montgomery and Delaware Counties
All additional closing documentation submitted to Habitat MontDelco
FUNDRAISING IDEAS

1. Organize a Grand Bake Sale!

Rally your team members and colleagues for a bake sale, or two! Host the bake sale during lunch for a few days a week.

2. Host a Breakfast!

Organize a breakfast with a Board Member, Executive Director, partner, or a major donor of your organization. See if a local restaurant would be willing to donate the meal, and sell tickets for guests to attend this exciting meet and greet event!

3. Send an e-mail blast to your colleagues

What better way to get people excited and involved with your fundraiser than to send around an email blast! Create an engaging email blast letting your contacts know that you are fundraising for a great cause and watch as your colleagues jump at the chance to be involved!

4. Newsletter Plea

If your organization sends out a monthly newsletter to individuals all across your community, why not take advantage of this great opportunity to promote your cause. Include a segment about your fundraiser to invite others in your network to support you, or become a part of what you are doing in an even bigger way.

5. Karaoke Anyone?

You don’t have to be a star to enjoy a good ‘ol evening of karaoke. Host a karaoke night at your job to give your co-workers a chance to test their vocal strings. Charge singers for their grand debut at the mic!

6. Host a Dress Down Day!

As your colleagues to pay $5-$10 to dress down at work for a day.

7. Design a T-shirt!

If you are creative and want to build some team spirit, design and sell at t-shirts that your team can where when they build with us or to Rock the Block!