



Third Party Event Guidelines

Doorways Mission Statement:

Doorways for Women and Families strives to end homelessness and family and intimate partner violence by offering safe shelter and housing, life changing support services and community advocacy.

Thank you for your hosting a fundraising event to benefit Doorways for Women and Families. By hosting a third party event you are helping raise the much needed funds we need to assist those in need. We hope the following information will be helpful as you plan your event!

Doorways welcomes our community's initiatives to help further the awareness of domestic violence and homelessness. By planning a fundraiser, the third-party takes on the fun of creating and running a successful event on their own. Doorways appreciates the efforts of others to help save on staffing resources to secure important funds for the agency. Doorways is happy to provide guidelines, agency materials and tax acknowledgements.

Previous third party events have included corporate or community collection drives, runs/walks, house parties and restaurant's donating proceeds of a night's profit. Without the help from our neighbors and supporters Doorways would not be able to provide for those in need. We are very grateful for your interest in supporting Doorways.

What is a Third Party Event?

Third-party events are sponsored or hosted by individuals, organizations or groups in support of Doorways for Women and Families. If you are interested in hosting a third-party event please submit a completed and signed **Third Party Event Proposal Form**.

Please take the following questions into consideration:

- Does the event support the mission and image of Doorways?
- What is your goal for this event?
 - Cash contributions
 - Gift Cards
 - Introducing people to Doorways

What Doorways can do for you:

- Acknowledge direct contributions to Doorways.
- Approve the use of our name/logo.
- Provide a letter to show the authenticity of your event.
- Provide Doorways' informational materials for your event.
- Special Events Coordinator and/or appropriate staff member can consult with you about your event.
- In some cases, a Doorways staff member or volunteer may be able to attend your event.

Guidelines:

- As the originator of a third-party event or project, you are considered the event organizer. The organization, promotion and execution of the event is your responsibility.
- Doorways cannot reimburse expenses incurred as part of a third-party fundraiser and we appreciate your funding of the event. By doing so we are able to use our limited resources to help our clients.
- Whenever appropriate and within the context of Doorways' larger fundraising and communications plan, Doorways will work to ensure its base of supporters are aware of the 3rd party event.
- Doorways has the right to protect the privacy of its clients, donors, volunteers, staff and all others affiliated with Doorways.
- Doorways does not sell or share any donor names or contact information to third-party fundraiser.
- Doorways needs to approve publicity materials and use of name and logo.

Third Party Event Proposal Form

Sponsoring Organization:

Corporation: _____ Non-Profit: _____ Individual: _____ Other: _____

Contact Name:

Address:

Phone: _____ **E-Mail:** _____

Date(s) of Event: _____ **Time:** _____

Location:

Event Description: *Please list ticket price/entrance fee/cost if applicable*

How much do you want to raise with this event? _____

How will Doorways receive proceeds from the event? _____

- *Host will provide a single check after the event and will include names, addresses and donation amounts of all attendees to send thank you notes.*
- *Host will collect individual contributions and forward to Doorways including names, addresses and donation amounts of all attendees to send thank you notes.*

Do you plan on using Doorways name and/or logo on event materials?

If yes, please describe or attach materials.

I have read and agree to follow the above policies and procedures:

Event Name

Signature

Date