



THIRD PARTY EVENT TOOLKIT

2020

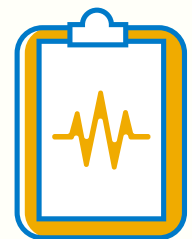
YOU MAKE GREAT FUTURES POSSIBLE.



Covenant House Florida is committed to helping every young person who needs us 24/7, 365 days a year.

For more than three decades, Covenant House Florida has helped transform and save the lives of more than a million homeless, runaway and trafficked young people. We offer housing and support services to young people in need – currently reaching more than a thousand youth every year.

For more information, please call
Fort Lauderdale: 954-568-7914
Orlando: 407-482-0404
or email chf@covenanthousefl.org.



What is a third party fundraiser?

Third party fundraisers are an event of initiative organized by an individual, company, or community group that benefits the youth at Covenant House Florida. Organized independently but with approval from Covenant House Florida, third party events are an important critical resource in raising funds and awareness of the organization.

Why we need your support

Our generous community is why we can care for homeless, abandoned, abused, trafficked, and exploited young people. Not only are you raising funds so our youth can go to school, have a safe place to stay, and access healthcare services, you are raising awareness and inspiring others to take action so our youth have a place away from danger on the streets. No youth should be without a safe place to live.

How your support is put to work

Your support, whether it comes in the form of toiletries, clothing, or a monetary gift, goes directly to supporting youth experiencing homelessness. Each youth works with a caseworker to develop a personal development plan which can include participating in group or individual therapy, job readiness training, education, or life skills training. Your contribution enables access to these life changing therapeutic services and shelter for youth residing at Covenant House Florida.



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Third Party Fundraising Ideas

BBQ
Bingo Night
Bowling Tournament
Car Wash
Clothing Drive
Cocktails for a Cause
Concert
Dinner Party
Fancy Dress Day
Game Night
Gift Card Drive
Golf Tournament

Hygiene Kit Drive
Jeans Day
Lemonade Stand
Ping Pong
Raffle
Sporting Events
Ticketed Event
Trampolining
Wine Tasting
Yard Sale
Yoga Class



You can also ask people to donate to Covenant House Florida for your birthday or anniversary in lieu of giving you gifts.

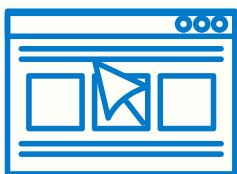
www.covenanthousefl.org

How we can support you!

You will have access to a Covenant House Florida staff member who can guide you in developing your event idea into a reality. We can provide you with a planning checklist, custom online fundraising pages, pledge forms and other supportive tools to help you on your way to success.

You will also have access to our logo, statistics, quick facts, and impact statements to help you communicate the power of community in helping to lift youth out of homelessness and into independence.

If you choose to ask people to donate directly to Covenant House Florida, we will work with you to ensure that you have access to all of the tools you need to promote your event and all donors receive a thank you note from Covenant House Florida.



Fundraising Guidelines

To host a Third Party event, we ask that you complete the Third Party Event Application (found on the next page), at least two (2) weeks prior to your event and send to CHF@covenanthousefl.org with "Third Party Event Approval" in the subject line.

Please allow 5 business days for your event to be approved. Approval will be sent via email for your records.

All marketing materials, including social media posts, must state "benefiting Covenant House Florida" or "in support of Covenant House Florida" and note that it is not an official CHF event.

CHF will not be responsible for mailing/emailing any materials to your event's participants except for tax receipts, providing we receive the donor contact information from the Third Party Event organizer.

CHF cannot send communications to our mailing lists regarding your event unless otherwise agreed upon in writing.

The Third Party Event organizer will be responsible for all costs associated with the event and will handle all monies until they are submitted to CHF. CHF shall incur no costs unless otherwise agreed upon in writing prior to the event.

The third party organizer is responsible for meeting all municipal/provincial or federal standards and fulfill all legal authorization(s), permit(s), license(s), precaution(s) and/or general liability insurance required to organize the event. CHF must not be party to any liability coverage without prior knowledge and/or approval. CHF accepts no legal responsibility and cannot be held liable for any risk, injury or otherwise.

The Third Party Event organizer agrees to submit all monies raised to CHF within 30 days of the event.

Taking commission, for any purpose, from any part of a Third Party Event fundraiser is prohibited.

The Third Party Event organizer is responsible for collecting the names, addresses, and other contact information of the donors so tax receipts can be issued. This is not applicable to all events so please check with CHF Development staff members.

Attendance by CHF staff will be decided upon at CHF's discretion and based on availability, location and nature of the event.



Covenant House Florida

Third Party Event Application Form

Event Name: _____

Event Date: _____ Event Time: _____

Event Location: _____

Contact Name: _____ Contact Phone: _____

Contact Email: _____

Fundraising Goal: \$_____ Expected Number of Attendees: _____

Event Description: _____

Would you like a CHF representative to attend this event? Yes/No

If yes, what involvement will they have? Please note this is subject to availability.

Speech Check Presentation Press Conference Other

Would you like to use the CHF logo on your event promotional materials? Yes/No

Would you like to receive a sample checklist to assist in your planning? Yes/No

ACKNOWLEDGMENTS (must be signed by someone aged 18 or over)

I acknowledge that CHF reserves the right to withdraw its name from the event at any time. I acknowledge that I have read and understand the fundraising guidelines outlined in the CHF Third Party Event Toolkit and will adhere to all of the guidelines.

Applicant Name

Applicant Signature

Date

CHF Staff Name

CHF Staff Signature

Date

Please return this form to CHF@covenanthousefl.org with "Third Party Event Application" in the subject line.