

## Third Party Event Procedures

**New Hope Ministries** relies on the willingness of many individuals and organizations that generously initiate fundraising events and activities to raise money in support of our programs.

A **Third Party Event** is defined as an event organized and executed by community volunteers (individual, community group, service club, or business) external to New Hope Ministries who wish to raise money through a planned activity that is designed, managed and financially resourced by the external party. The beneficiary of the proceeds from the event is named as New Hope Ministries.

Examples of Third Party Events are auctions, concerts, golf tournaments, and bake sales.

Third Party Events organized to benefit New Hope Ministries must adhere to the following guidelines:

- The event will be promoted in a manner to avoid statement or appearance of New Hope Ministries endorsing any product, firm, organization, individual or service.
- The official logo of New Hope Ministries should be appropriately used in conjunction with such an event, but may not be altered in typeface, configuration, and/or position. Any use of the logo must adhere to established graphic standards. For more information, please contact New Hope Ministries .
- We have the opportunity to review and approve all promotional materials including, but not limited to advertising, letters, brochures, flyers and press releases prior to production or distribution.
- All promotional materials must clearly state the percentage of proceeds and/or the portion of the ticket price that will benefit New Hope Ministries .
- New Hope Ministries must receive all net proceeds within 30 working days of the conclusion of the event and/or promotion.
- New Hope Ministries should receive a list of targeted sponsors for the event, before they are approached, to minimize overlap with other events and fundraising campaigns.
- Raffles and other games of chance are not acceptable forms of fundraising as established by New Hope Ministries .
- New Hope Ministries chooses not to associate itself with an event that serves alcohol or tobacco products.
- New Hope Ministries is not financially liable for the promotion and/or staging of Third Party Events.

New Hope Ministries is recognized as a charitable organization by the IRS, and is defined by Internal Revenue Code Section 501(c) (3), meaning that contributions to New Hope Ministries qualify for the maximum charitable contribution deduction under the Internal Revenue Code. If

payments are made to an independent organization which is not a qualified organization, then the payments are not tax-deductible. However, if the payments are payable to New Hope Ministries , then they would qualify to the extent allowed by the law.

If you are interested in staging a Third Party Event, please complete a Third Party Event Application and return it to New Hope Ministries as directed on the application. Questions about these guidelines or the application may be directed to New Hope Ministries development department at 717-432-2087 or [development@nhm-pa.net](mailto:development@nhm-pa.net).

# Third Party Event Application

① Please complete this form in full and return to:

Development Department  
New Hope Ministries  
211 South Baltimore St.  
Dillsburg, PA 17019  
FAX 717-502-1642

If you have any questions about the guidelines or application, please contact us at 717-432-2087, ext. 203 or development@nhm-pa.net

★ Name of Group/Individual planning event: \_\_\_\_\_

Event contact person: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone(s): \_\_\_\_\_

Email address: \_\_\_\_\_

★ Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Rain date, if applicable: \_\_\_\_\_

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

Event is:  Open to the public  Invitation only

Ticket price \$ \_\_\_\_\_

Has this event taken place before? \_\_\_\_\_

If yes, when? \_\_\_\_\_

Will the amount raised be matched? \_\_\_\_\_

★ Briefly describe the fundraising components (ticket sales, auction, sponsors, etc.). Please use the back of this form if you require additional space. \_\_\_\_\_

★ What is your projected gross income? \$ \_\_\_\_\_

★ What are your projected expenses? \$ \_\_\_\_\_

① Please attach a detailed budget.

★ Please attach a list of all businesses you will be soliciting for sponsorship or in-kind contributions.

*Because so many events take place, we require this information so we may cross-reference businesses that may have already been contacted for another event.*

★ If possible, would you like to have someone from New Hope Ministries present at your event? \_\_\_\_\_

If yes, what role will they play? \_\_\_\_\_

★ How will the event be publicized – press releases, advertisements, flyers, etc.? *Please attach any samples to the application.* \_\_\_\_\_

Do you plan to use any of our organization's logos in your promotional materials? \_\_\_\_\_

If yes, which logo(s), and how would you like to receive the logo(s)? \_\_\_\_\_

① *New Hope Ministries must approve all publicity related items pertaining to your event.*

★ New Hope Ministries requests that you display informational materials about our organization at your event. Please indicate how many items we should provide to you for this purpose. \_\_\_\_\_

★ Do you have liability coverage? \_\_\_\_\_

① I have read the accompanying **Third Party Event Guidelines** provided to me by New Hope Ministries, and understand the policies described. I hereby agree to abide by the aforementioned guidelines and hold harmless New Hope Ministries against any claims arising from the event.

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

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