



Father Bill's & MainSpring

NOBODY SHOULD BE HOMELESS

Guidelines for Hosting a Third Party Fundraiser

Thank you for your interest in organizing a special event to benefit Father Bill's & MainSpring (FBMS). Your efforts make a difference in the lives of our guests and housing participants and help increase awareness of our mission to end homelessness with potential area donors. We are very grateful to individuals and groups who host events and donate the proceeds to help those served by FBMS.

The guidelines below are intended for individuals and organizations who intend to earmark a donation to FBMS from the proceeds of a fundraising event, activity or cause-related marketing promotion. These events operate outside the management of Father Bill's & MainSpring.

In order for FBMS to consider a charitable contribution as a result of a third-part event, certain guidelines apply. Upon review of the guidelines below, please contact in the Development office at (508) 427-6448 with questions.

- To begin the process, please complete our "Third Party Fundraiser Form" and submit it via email to events@helpfbms.org.
- All advertising, promotional and other event-specific materials should state, "This event will benefit those served by Father Bill's & MainSpring." However, publicity should not imply that FBMS is the event sponsor or partner. The event sponsor or partner should be clearly identified on all materials. FBMS can provide its logo but reserves the right to review and approve any collateral materials, written or electronic, that displays the FBMS brand, name and/or logo. All publicity and/or promotional material released to the media referencing Father Bill's & MainSpring's involvement require advance approval from FBMS.
- Proceeds should be sent to FBMS within 30 days of the event. Event organizers and participants should work with their tax advisor to determine what percentage of their donation may be tax- deductible.
- If only a portion of the proceeds will go directly to Father Bill's & MainSpring, the sponsoring organization must clearly disclose the approximate amount of dollars and/or percent of the proceeds that will go to FBMS.



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- The event organizer assumes all responsibility and risk for the event expenses (including insurance coverage), permits and liabilities.
- Fundraising proceeds can be sent to Father Bill's & MainSpring:
 - Checks should be made payable to: Father Bill's & MainSpring, and sent directly to Father Bill's & MainSpring, 430 Belmont Street, Brockton, MA 02301. (Please write your event name in the memo field).
 - Checks can also be dropped off at the Development office. Please call (508) 427-6448 in advance to arrange delivery.
 - FBMS will work with event organizers to ensure that proper acknowledgements of in-kind or cash donations, however, a donor acknowledgment process should be in place prior to the event.

Other Important Considerations:

Father Bill's & MainSpring (FBMS):

- May be able to volunteer support at third party events, but only if the request for volunteers is made far enough in advance. FBMS may also be able to send a representative to speak, if appropriate and based on availability and with sufficient advanced notice.
- Cannot guarantee financial support to a third party event/program, and cannot be responsible for any debts incurred.

Thank you again for thinking of Father Bill's & MainSpring and supporting our mission to end homelessness. To discuss hosting a Third Party Fundraiser contact events@helpfbms.org, or 508-427-6448.