



### Request to Host a Third Party Fundraiser\*

We appreciate your interest in organizing a fundraiser to benefit those served by Father Bill's & MainSpring (FBMS). Your efforts make a difference in the lives of our program participants.

Please review our "Guidelines for Hosting a Third Party Fundraiser" (begins on next page) before completing this form. Once you agree to the guidelines, please complete this form and submit via email to [info@helpfbms.org](mailto:info@helpfbms.org).

Each request will be presented and evaluated for approval by the FBMS Development office. Thank you again for supporting our mission to end homelessness in Southern Massachusetts.

Group/Organization Name: \_\_\_\_\_

Group/Organization Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Best time to reach contact: \_\_\_\_\_

Fundraiser Name/Theme: \_\_\_\_\_

Dates of Fundraiser/Hours: \_\_\_\_\_ Location: \_\_\_\_\_

Fundraiser Description (use separate sheet, if needed): \_\_\_\_\_

Fundraiser Budget/Proceed Allocations (use separate sheet, if needed): \_\_\_\_\_

Please indicate the types of promotional activities you may pursue:

Press Release  Promotional Flyers  PSA (TV/Radio)  Social Media  Posters

Invitations  Website  Mass Email

If you would like to use the Father Bill's & MainSpring logo, please indicate which file format(s):

Full Color  Black & White  Print Quality (eps)  Web Quality, PowerPoint, Word (jpeg)

For Internal Use Only:

Form Sub. Date \_\_\_\_\_ Date Logo Sent \_\_\_\_\_ Publicity Sign off Date \_\_\_\_\_

Donation Date \_\_\_\_\_ Donation Amount \_\_\_\_\_ Thank You Date \_\_\_\_\_

**\*A fundraiser for these purposes is defined as any event, marketing promotion, or other activity designed to raise awareness and funds for FBMS, including but not limited to: party/gala, concert, fun run/walk, in-kind donation drive, donation-with-purchase campaign, auction, matching gift challenge, and peer-to-peer and crowdfunding campaigns.**



## Guidelines for Hosting a Third Party Fundraiser\*

Thank you for your interest in organizing a fundraiser to benefit Father Bill's & MainSpring (FBMS). Your efforts make a difference in the lives of our program participants and help increase awareness of our mission to end homelessness.

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, activities, and promotions operate outside the management of Father Bill's & MainSpring.

In order for FBMS to consider accepting charitable contributions as a result of a third-party fundraiser, 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 "Request to Host a Third Party Fundraiser" form (attached to this document) and submit it via email to [info@helpfbms.org](mailto:info@helpfbms.org).
- All advertising, promotional and other fundraiser-specific materials should state, "This fundraiser will benefit those served by Father Bill's & MainSpring." **However, publicity should not imply that FBMS is the fundraiser sponsor or partner. The 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. The applicant must receive written consent from FBMS before using our logo for promotional purposes.
- All social media posts relating to the third-party fundraiser must be reviewed and approved by FBMS before they are published.
- All publicity, press releases, and/or promotional material released to the media referencing Father Bill's & MainSpring's involvement require advance approval from FBMS.
- **If contributors to a third-party fundraiser wish to receive a personal acknowledgment from FBMS, it is the responsibility of the fundraiser organizer to provide FBMS with a full accounting of individual donations, including the following information for each donor: first and last name, the amount donated, the donation date, and the donor's mailing address and email address.**

*\*A fundraiser for these purposes is defined as any event, marketing promotion, or other activity designed to raise awareness and funds for FBMS, including but not limited to: party/gala, concert, fun run/walk, in-kind donation drive, donation-with-purchase campaign, auction, matching gift challenge, and peer-to-peer and crowdfunding campaigns.*



- Proceeds should be sent to FBMS within 30 days of the fundraiser. 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.
- The fundraiser organizer assumes all responsibility and risk for fundraising 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 fundraiser 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 may be able to send a representative to speak, if appropriate and based on availability and with sufficient advanced notice.

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 [info@helpfbms.org](mailto:info@helpfbms.org), or 508-427-6448.

***\*A fundraiser for these purposes is defined as any event, marketing promotion, or other activity designed to raise awareness and funds for FBMS, including but not limited to: party/gala, concert, fun run/walk, in-kind donation drive, donation-with-purchase campaign, auction, matching gift challenge, and peer-to-peer and crowdfunding campaigns.***