



THIRD-PARTY FUNDRAISING INFORMATION PACKET

Contact:

The Village Development Team
development@thevillagefamily.org
701-451-4900
www.TheVillageFamily.org



Thank you for your interest in hosting an independent third-party fundraising event to benefit The Village Family Service Center. Events such as yours are important in our efforts to raise funds and awareness for the work The Village does in the communities we serve.

COMMONLY ASKED QUESTIONS:

“What is a Third-Party Fundraiser?”

A third party-fundraising event is when a business, organization, community group, school or individual hosts an event or program to benefit The Village. It is planned and executed independently of The Village.

“Why should I have a Third-Party Fundraiser for The Village?”

The Village is owned by the community and depends on the support of our community to continue to offer many of the services and programs we do today. We need and value your help.

“I want to host a fundraiser for The Village. What should I do next?”

Contact the Development Team and submit the attached proposal form by email to development@thevillagefamily.org. Once you have approval of your proposed fundraiser, you will receive a Third Party Fundraising Agreement. After this agreement is signed and returned to The Village, you are ready to start promoting your event!

“What can The Village do to help with my fundraiser?”

Because our resources are so precious, there are limits to how we can help. Below is a list of some of the things we do to help.

Resources we may be able to provide include:

- Limited volunteers
- Promotion through The Village’s website, blog, Facebook and Twitter accounts
- Materials such as informational brochures about programs and services
- A representative from The Village to speak at your event

The event sponsor is responsible for all details of the event including:

- Underwriting all of the related costs
- Printing of all materials
- Creating flyers to publicize the event
- Working at the actual event



THIRD-PARTY EVENT GUIDELINES:

1. Organizers must sign a Third-Party Agreement (to be distributed once proposal form is approved).
2. Any promotion of the event must avoid statement or appearance of The Village Family Service Center endorsing any product, firm, organization, individual, or service.
3. The Village must approve all promotional materials, including but not limited to advertising, letters, brochures, flyers, and press releases, prior to production or distribution.
4. All promotional materials must clearly state the percentage of proceeds that will benefit The Village.
5. The Village should receive a list of targeted sponsors for the event before they are approached in order to minimize overlap with other Village events and/or fundraising campaigns that may be underway.
6. Event organizers are responsible for obtaining all permits especially those for raffles and/or games of chance.
7. Event organizers must obtain their own liability insurance to cover the event.
8. Under no circumstances should third-party event revenue and expenses flow through The Village books. Only the final net proceeds from the event are to be processed by The Village.
9. The Village should receive a complete accounting of all funds collected and expenses related to the event. We reserve the right to inspect all event financial records.
10. The Village is not financially liable for the promotion and/or staging of third-party events.
11. The Village cannot benefit from the direct sale of alcohol.



THIRD-PARTY EVENT AGREEMENT:

Contact Information

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Event Information

Name of Event: _____

Event Date: _____ Event Hours: _____

Event Location: _____

Event Description: _____

Expected Number of Attendees: _____ Expected Donation Amount: _____

Targeted Audience (Gender, Age, Group, etc.): _____

Event Publicity or Promotion: _____

Potential Sponsors / Underwriters: _____

Applicant affirms by signing that they have read and agree to adhere to the Third-Party Event Guidelines. The Village Family Service Center is not liable for any party or vendor for any fees, costs, or payments of any kind. Applicant agrees to indemnify and hold harmless The Village Family Service Center against any claims by third parties or vendors for such fees, costs, or payments incurred pursuant to this agreement. The parties in this agreement are not joint ventures, partners nor representatives of each other and such parties have no legal relationship.

Signature

Date