



Fundraising for FIT: Guidelines

Thank you for choosing Families in Transition (FIT) as the beneficiary of your fundraising event. Your efforts are an important part of the support that FIT receives to bring self-sufficiency, respect, and hope to the homeless population in New Hampshire. Not only will your efforts help our program's participants, but you are also helping spread the word about Families in Transition to the broader community. We are grateful for your support and appreciate your efforts to raise funds on our behalf!

Fundraising events should complement the mission, image, and core values of Families in Transition. The guidelines below are intended to provide you with a better understanding of our fundraising event procedures. For approval to conduct a fundraiser to benefit FIT, please read all sections and fill out the accompanying application. We strongly suggest submitting completed applications at least **30 days** in advance of event.

Please note each event will be reviewed on a case-by-case basis.

Promotion and Logo Use

All promotional materials used to market the fundraising event benefitting FIT must be reviewed and approved by FIT prior to distribution.

Any requests for the use of the FIT logo, name, and images must undergo approval.

Promotional material for the event should reflect FIT as a beneficiary, and not as conducting the event.

Please contact FIT staff at 603.641.1143 ext. 329 for more information on appropriate ways to use the FIT logo.

Event Income

The event organizers are responsible for maintaining accounting for the event.

All donation checks must be payable to Families in Transition.

In order to receive a tax-deductible acknowledgement letter, checks must be made payable to Families in Transition and cash donations must be clearly labeled with the donors' information.

Donations made to an event organizer or other source may be sent a general acknowledgement letter with no value attached.

Event organizers agree to inform FIT of any effort to recruit major financial underwriters to ensure there is no duplication of underwriting efforts already underway.

FIT would love to help you with your event and we can provide the following:

- Advice and expertise on event planning (subject to staff availability)
- A tour of FIT for event organizers and volunteers
- A letter of support to validate the authenticity of the event and its organizers
- Our FIT logo (Please FIT staff at 603.641.1143 ext. 329 for more information)
- Approval of the use of FIT name and logo prior to use
- FIT information and display material
- Coordination of a check presentation to be held at FIT (Details will be handled on a case-by-case basis)
- Promotion of your event, when appropriate, through our regular advertising outlets, such as our website and social media
- Acknowledgement letters and tax receipts for contributions made payable and submitted to FIT
- A FIT representative to attend the event as staff availability allows

Due to limited resources and confidentiality agreements, FIT is unable to help with the following:

- Reimbursement for expenses
- FIT sponsorship
- Sharing of mailing lists of donors, vendors, employees, or participants
- FIT donor information
- Signing of vendor contracts
- Images of any FIT participants
- Liability insurance coverage
- Processing of reservations or ticket sales for the event
- Guaranteed attendance of board members or staff
- Responsibility of any kind associated directly or indirectly with the event, including, but not limited to, expenses, purchases, insurance, or liability coverage

We're excited to hear about your event! Please [Click Here](#) to download the Fundraising for FIT Application. Please fill it out and return it via email to events@fitnh.org, or fax to 641-5334. Any questions? Please call 603.641.1143 ext. 329.