



Fundraising for FIT-NH: Guidelines

Thanks for choosing Families in Transition-New Horizons (FIT-NH) as the beneficiary for your fundraising event. We're excited to partner with you to make your event a success and to make sure you have all the information you need to represent FIT-NH. Fundraising events should complement the mission, image, and core values of Families in Transition-New Horizons. We've included a bunch of information in this packet to help you understand our event procedures. If you have any questions, please don't hesitate to ask!

Before you start:

1. Please complete and return the application at the end of this packet. That way we have all of your information.
2. Please take a moment to read through the guidelines listed below. There're a few important things to note and we want to make sure we're all on the same page.

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.

Guidelines:

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-NH must be reviewed and approved by FIT-NH prior to distribution.

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

Families in Transition-New Horizons must approve any print materials prior to printing.

Please contact FIT-NH staff at 603.641.9441 ext. 225 for more information on promotion and logo use.

Event Income

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

All donation checks must be payable to *Families in Transition-New Horizons*.

In order to receive a tax-deductible acknowledgement letter, checks must be made payable to *Families in Transition-New Horizons* 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-NH of any effort to recruit major financial underwriters to ensure there is no duplication of underwriting efforts already underway.

Assistance from FIT

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 603.641.9441 ext. 225 for more information)
- Approval of the use of FIT name and logo prior to use
- FIT-NH information and display material (as available)
- Coordination of a check presentation to be held at FIT-NH (Handled on a case-by-case basis)
- Promotion of your event through FIT-NH social media accounts (as available with other FIT-NH promoted events)
- Acknowledgement letters and tax receipts for contributions made payable and submitted to FIT-NH
- A FIT-NH representative to attend the event (subject to staff availability)

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

- Reimbursement for expenses
- FIT-NH sponsorship
- Sharing of mailing lists of donors, vendors, employees, or participants
- FIT-NH donor information
- Signing of vendor contracts
- Images of any FIT-NH 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

Marketing Materials and Fundraising Ideas

All promotional materials used to market your fundraising event to benefit FIT must be reviewed and approved by FIT-NH prior to distribution. Any logos or content provided by FIT-NH cannot be altered and should be used as they are provided.

FIT-NH Mission Statement

This is our mission statement. If you use our mission statement, please do not change or abbreviate any part of it.

The mission of Families in Transition-New Horizons is to provide hunger relief, emergency shelter, safe affordable housing, and supportive services to individuals and families who are homeless or in need, enabling them to gain self-sufficiency and respect.

Thank you for choosing Families in Transition-New Horizons (FIT-NH) as the beneficiary of your fundraising event. Your efforts are an important part of the support that FIT-NH 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-New Horizons to the broader community. We are grateful for your support and appreciate your efforts to raise funds on our behalf!

We're excited to hear about your event! Please email us to receive the Fundraising for FIT Application. Please fill it out and return it via email to events@fitnh.org. Any questions? Please call 603.641.9441 ext. 225.