

Fundraising Guidelines

Promotion and Logo Use

All promotional materials used to market your fundraising event benefitting Families in Transition must be reviewed and approved by our team prior to distribution. Promotional material for the event should reflect our organization as a beneficiary, and not as conducting the event.

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

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 Families in Transition of any effort to recruit major financial underwriters to ensure there is no duplication of underwriting efforts already underway.

Assistance from Families in Transition

Families in Transition 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 one of our locations for event organizers and volunteers
- A letter of support to validate the authenticity of the event and its organizers
- Approval of the use of the Families in Transition name and logo prior to use
- FIT information and display material (as available)
- Coordination of a check presentation to be held at Families in Transitions (handled on a case-by-case basis)
- Acknowledgement letters and tax receipts for contributions made payable and submitted to Families in Transition
- A Families in Transition representative to attend the event (subject to availability)



Due to limited resources and confidentiality agreements, Families in Transition is unable to help with the following:

- Reimbursement for expenses
- Sponsorship of your event
- Sharing of mailing lists of donors, vendors, employees, or participants
- Providing donor information
- Signing of vendor contracts
- Images of any program 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

All promotional materials used to market your fundraising event must be reviewed and approved by our team prior to distribution. Any logos or content provided by Families in Transition cannot be altered and should be used as they are provided.

When companies host events that we are the beneficiary of, the company usually uses wording such as, "benefitting Families in Transition"

Tag us on Facebook (@fitnh) and Instagram (@fitnh1)

Families in Transition Mission Statement

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

The mission of Families in Transition is prevent and break the cycle of homelessness.

Contact Us

For any questions or to have print materials approved, please call: 603.641.9441 ext. 225 or email events@fitnh.org

Checks can be made out to Families in Transition, Resource Development Office, 122 Market Street, Manchester, NH 03101.

Online donations can also be made at support.fitnh.org/donate.

