



City Mission of Findlay
510 West Main Cross St.
Findlay, Ohio 45840
www.FindlayMission.org

THIRD-PARTY FUNDRAISER PROCEDURE

Thank you for your interest in hosting an event to benefit the City Mission of Findlay. We are so thankful for the tremendous community support that has enabled us to shelter the homeless and feed the hungry for over 85 years.

This document provides a framework for both you, as an event host, and the City Mission to outline anticipated needs and areas of collaboration associated with a fundraising event. These guidelines apply to any event host, be that an individual or organization wishing to use the City Mission's name or logo. Event hosts are considered and may be referred to as Third-Party Fundraisers.

Timeline

A Third-Party Event Application must be submitted to the Executive Team or Authorized Board Representative 30 days prior to the date of the event.

Guidelines

Event sponsors **must follow** the Third-Party Fundraiser Guidelines listed below when holding an event for the benefit of the City Mission of Findlay:

1. A Third-Party Fundraising Event cannot be held by an event host without prior authorization. The City Mission of Findlay name and logo cannot be used without prior authorization. Event hosts may seek such authorization by completing a Third-Party Event Application 30 days prior to the date of the event. Authorization is obtained once such application has been approved by a member of the Executive Team or Authorized Board Representative.
2. The City Mission of Findlay is **not** and will **not** be responsible for ANY expenses incurred by an event sponsor for a third-party fundraising activity.
3. Event proceeds should be provided to the City Mission within 90 business days following event.
4. Third-party fundraisers events will **not** conflict with any existing City Mission of Findlay fundraiser event.
5. The City Mission of Findlay does **not** insure any third-party fundraiser or third-party fundraising events.
6. All marketing and PR needs and costs, including but not limited to social media, website, hard copy, radio, tv, and print are the responsibility of the event sponsor. Request for City Mission of Findlay marketing assistance for the event must be included on application and receive approval from a member of the Executive Team or Authorized Board Representative.
7. All event volunteer needs are the responsibility of the event host. Request for City Mission of Findlay volunteers for the event must be included on application and receive approval from a member of the Executive Team or Authorized Board Representative.
8. If the purpose of an event is other than raising funds, i.e., the event purpose is the collection of food, hygiene items, paper products, etc., a member of the City Mission Executive Team or Authorized Board Representative will supply an approved list of the City Mission's current needs. Items cannot be expired, past 'best used by date' or used.

9. Events cannot center around the service of alcohol, illegal substances, or involve any illegal activity.

10. The City Mission of Findlay reserves the right to deny any application.

THIRD PARTY FUNDRAISING APPLICATION

Submit Application to:



Joy Barger
City Mission of Findlay
510 West Main Cross St.
Findlay, OH 45840
joybarger@findlaymission.org

Today's Date _____

Contact Person _____

Email _____ Phone _____

Event Name _____

Event Host _____

Event Location _____

Event Date _____ Event Time _____

Description of event:

I have read and will abide by the Third-Party Fundraiser Guidelines for City Mission of Findlay.

Signature _____ Date _____

Approved by _____ Date _____