

Host a Third Party Event



We are honored to welcome the support of community members who wish to host a third party event to benefit Caritas of Austin. Caritas of Austin defines a third party event as any fundraising activity by a non-affiliated group, where Caritas of Austin has limited fiduciary responsibilities and limited staff involvement in the production of the event.

These events may include two types:

- **Non-Affiliated:** This type connects Caritas of Austin with an existing event, activity, or program, and a portion or all of the proceeds are donated to Caritas of Austin.
- **Special Interest:** This is the creation of an independent event specifically designed to raise funds for Caritas of Austin, with all net proceeds benefitting Caritas of Austin.

By taking on a fundraising project, the third party assumes all responsibility for creating and producing the event. The preceding pages contain the guidelines for hosting a community fundraiser along with an Information Form that we ask you to submit to Caritas of Austin, so we can recognize your efforts and offer our support.

By choosing Caritas of Austin as a beneficiary of your upcoming event, you help raise much needed funds to provide comprehensive services to individuals experiencing homelessness, families in crisis, veterans, and refugees.

If you wish to host your own third party event, please read our guidelines and submit the agreement form to **Kevin Shaw** at kshaw@caritasofaustin.org, or fax to (512) 735-2033, Attn: Kevin Shaw

Thank you for supporting Caritas of Austin!

Third Party Event Guidelines



We welcome and greatly appreciate requests from organizations and corporations to host benefits, special events or donation drives on behalf of Caritas of Austin. Please review these guidelines, and fill out and submit the preceding Information Form to **Kevin Shaw** at kshaw@caritasofaustin.org.

1. To ensure proper coordination, we prefer advance notice of six to eight weeks of your event. Additional notice may be needed during the peak months of October - December
2. Caritas of Austin will not finance any expenses related to a third party fundraising event or assume responsibility for any debts incurred.
3. Any use of Caritas of Austin's logo or inclusion of the Caritas of Austin name in any/all event promotion must be approved by Caritas of Austin. In addition, ALL publicity and/or promotional materials referencing Caritas of Austin's involvement must be approved by Caritas of Austin well in advance of the event.
4. A third party is responsible for ALL event coordination, marketing/promotion, and sales.
5. A third party is responsible for complying with all applicable local, state, and federal regulations regarding a charitable event. Contact Caritas of Austin for information and/or guidance regarding these regulations.
6. A third party agrees to coordinate with and request permission from Caritas of Austin before soliciting any individuals, organizations, or businesses in order to avoid duplicated efforts. When soliciting, a third party has to make it clear that they are not a representative of Caritas of Austin.
7. A third party must state the terms of the donation Caritas of Austin can expect from the event. Gifts must be tendered within 60 days of the event.
8. If your organization is not tax exempt, a donation solicited on our behalf, whether it is in an item or cash, is fully tax-deductible only when it is made directly and entirely to Caritas of Austin.
9. Due to limited resources, Caritas of Austin cannot guarantee volunteers or staff to attend a third party event.
10. Caritas of Austin will not solicit participation from clients or donors for any third party fundraising event beyond listing the event information on the Caritas of Austin website, social media sites, and listings in the Caritas of Austin newsletter and/or blog.

Caritas of Austin has the right to not approve an event or campaign. Generally, these include but not limited to events or campaigns that:

- Are associated with an organization or involves an activity that is incompatible with our mission or values.
- Falls in close proximity to a Caritas of Austin event.
- Relies heavily on Caritas resources such as marketing, volunteers and staff participation for its success.
- Requires Caritas to take the lead on ticket sales or one in which ticket sales or merchandise employs salespeople on a commission basis.
- Are structured in support of (or in opposition to) a political candidate or political party.

Third Party Event Information Form



Thank you for your interest in hosting a fundraiser to benefit Caritas of Austin. Please fill out the form below and someone will contact you shortly.

Contact Information

Group Name (if applicable) _____

First Name _____ Last Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Preferred E-mail Address _____

Daytime Phone (please include area code) _____

Event Information

Public (Caritas of Austin may post on website, social media, and / or e-newsletter)

Private (By host, invitation only; Not to be publicized)

Name of Event _____

Date of Event _____

Time Event Begins _____ Time Event Ends _____

Event Location (Include address) _____

Ticket Price (If Applicable) _____

Event Information Phone _____

Event Information Email _____

Third Party Event Information Form



Event Website _____

Social Media Handles _____

Please describe your event and give us as much information as possible.

If you are collecting items or food for Caritas, what items do you intend to collect?

Please see our wish list to identify items we need and items we cannot accept. _____

Please list any other charitable organizations that will also benefit from this event.

Will any businesses be contacted for donations for your event in any way? If yes, please list those prospects for Caritas of Austin to review in order to avoid duplicated efforts.

Third Party Event Information Form



Do you wish to use Caritas of Austin's name, logo, or program/service information to help promote your event? Yes No

If yes, what types of promotion do you plan to use? *Please check all that apply:*

Brochures Flyers Posters Radio Television Social Media

Caritas of Austin has an assortment of digital materials that you can print and use for your event. Would you like to use any of the following Caritas of Austin materials at your event? *Please check all that apply:*

Brochure on Programs and Services Annual Report Fact Sheet None

I have read, understand, and agree to the guidelines for hosting a third party event to benefit Caritas of Austin.

Signature _____ Date _____

Please Submit To:

Kevin Shaw, Special Events Coordinator

E-mail: kshaw@caritasofaustin.org

If you have questions, please call Kevin Shaw at (512) 646-1268