



## **Host a Third Party Event**

We are privileged to welcome the support of community members who wish to host a third part 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 organization of an independent event specifically designed to raise funds for Caritas of Austin, with all net proceeds benefiting Caritas of Austin.

By taking on a fundraising project the third party assumes all responsibility for creating and producing the event. There are guidelines for hosting a community fundraiser and an agreement form we ask fundraisers 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 not only raise much needed funds, but also help provide comprehensive services to the homeless, working poor and documented refugees.

If you wish to host your own third party event, please read our guidelines and submit the agreement form to Melissa Demand at [mdemand@caritasofaustin.org](mailto:mdemand@caritasofaustin.org); or fax to 512.472.4164; Attn: Melissa Demand.

*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. A minimum of six to eight weeks\* advance notice of your event is required in order to ensure coordination with Caritas of Austin staff.

*\*Additional notice may be required during peak months of October - December.*

1. Caritas of Austin will not finance any expenses related to a third party fundraising event or assume responsibility for any debts incurred.
2. 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.
3. A third party is responsible for ALL event coordination, marketing/promotion and sales.
4. 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.
5. 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.
6. A third party must state the terms of the donation to Caritas of Austin can expect from the event. Example: 50% of profits, one time donation of \$1,000, or all proceeds. Gift must be tendered within 60 days of the event.
7. A donation solicited on our behalf, whether a donation is in an item or cash, is fully tax-deductible only when it is made directly and entirely to Caritas of Austin.
8. When a portion of the ticket price, or suggested donation from a participant of the third party event, is not tax-deductible. The third party must clearly state this on all materials as well as on the Agreement Form.
9. Due to limited resources, Caritas of Austin cannot guarantee volunteers or staff will 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.

Generally, the following events/campaigns will not be approved:

- Events/campaigns falling in close proximity to a Caritas of Austin event.
- Events/campaigns that rely heavily on the use of, or require significant attendance from, Caritas of Austin staff and/or volunteers.
- Events/campaigns that require significant response from the Caritas of Austin's mailing list to generate the majority of the event's participation and revenue.
- Events/campaigns involving the sale of tickets or merchandise on the "remit or return" plan, or one that employs salespeople on a commission basis.

After reviewing these guidelines, please fill out and submit the Agreement form to Melissa Demand at [mdemand@caritasofaustin.org](mailto:mdemand@caritasofaustin.org). *All third party event requests will be considered individually.*

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

**Contact Information**

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Preferred Email Address \_\_\_\_\_

Daytime Phone (please include area code) \_\_\_\_\_

Fax (please include area code) \_\_\_\_\_

Third Party Group Name (if applicable) \_\_\_\_\_

- Is this event**     Public (Caritas of Austin may post on website, social media sites, CariTALK and/or blog)  
                           Private (By host - invitation only; Not to be publicized)

Name of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Event Begins \_\_\_\_\_

Event Ends \_\_\_\_\_

Event Information Phone \_\_\_\_\_

Event Information Email \_\_\_\_\_

Event Website \_\_\_\_\_

Where are you hosting your event? (please include address) \_\_\_\_\_

Please describe your event, be as thorough as possible. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you have a ticket price or entrance fee? If yes, please include price. \_\_\_\_\_

\_\_\_\_\_

If you are hosting an in-kind fundraiser, what items do you intend to collect? \_\_\_\_\_

Will there be any kind of entertainment (games, live music, performances, etc.) Please be as specific as possible. \_\_\_\_\_

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. \_\_\_\_\_

Do you wish to use Caritas of Austin’s name, logo or program/service information to help promote your event? \_\_\_\_\_

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

- Brochures
- Flyers
- Posters
- Radio Ads
- Television Spots
- Viral Marketing

Would you like to use any of the following Caritas of Austin materials (if available) at your event? Please check all that apply:

- Brochures
- Flyers
- Posters
- None

Please specify quantity of each selection. \_\_\_\_\_

When would you like to have materials? \_\_\_\_\_

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

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please submit to:**  
 Melissa Demand at mdemand@caritasofaustin.org  
 Fax: 512.472.4164; Attn: Melissa Demand  
 If you have any questions, please call 512.646.1288