“Fun” Raising Toolkit

How to host a 3rd party fundraiser for Journey Found

Journey Found Inc.
60 Hilliard St.
Manchester, CT. 06042
860-643-9844

WHY RAISE MONEY FOR JOURNEY FOUND?

Journey Found Inc., is an agency that provides safe and happy homes for people with intellectual disabilities.

We have 27 group homes throughout Connecticut supporting over 80 adults. Like most homeowners, we face unexpected maintenance issues at our group homes. Currently we own several homes with aging roofs, appliances that need upgrading, and walkways have wear and tear. Our fleet of vans used to transport our people to work and play, also are on a maintenance schedule. All of which is paid for by the agency.

Many of the people we serve, have a hard time finding employment. We empower them by giving them a job with the organization and we pay their wages.

It is critical that we continue to partner with individuals, businesses, and corporations through our fundraising efforts to create the funds we need to cover the costs of maintaining our programs and creating jobs for people with disabilities.

Will you help us by hosting a fundraiser today?

Any funds raised from Third Party Fundraisers will be used for the purpose of fulfilling our mission of enabling each person to be all they are capable of being, in a place they can call "home".

Here are a few ideas you may choose from:

- Bowling Tournament
- Cocktails for a Cause at your home or business
- Car Wash
- Garage/Tag Sale
- Benefit Dinner
- 50/50 Raffle
- Ticketed event
- Sporting event/ tournament
- Dress Down Days
- Donations in lieu of gifts
- Book Sale
- Auctions
- Bake Sale
- Monthly giving campaign
- Golf tournament & more!

Want to help but not sure what to do?

Throw a party...Invite friends, and ask them to give to Journey Found. This tool kit will help you learn what you need to do.

If you have any questions, or need advice about what you would like to do. Contact Monica Carr at 860.643.9844 x137 or email; mcarr@journeyfound.org

Frequently Asked Questions

WHAT IS A THIRD PARTY FUNDRAISER? A **third party fundraiser** is a community-organized event in which individuals, businesses, groups, or schools raise funds on behalf of a cause or charity. These are not hosted, organized, or paid for by the benefitting charities, but the proceeds generated form these **third party fundraisers** support the mission of such selected charity or cause.

CAN I USE THE JOURNEY FOUND LOGO? Yes, we will provide you with the JF logo (JPEG)

CAN JF PROVIDE PRINT AND PROMOTIONAL MATERIALS? Yes, JF can provide print materials about our programs and services. We may also provide JF banners if given notice 10 days in advance.

WILL JF HELP ORGANIZE EVENTS? Our priority is to focus on providing support services for the people we serve. We created this Third Party Toolkit to help YOU start planning your event. We're happy to advise and suggest ideas.

More Questions……

JF HELP PROMOTE THIRD PARTY EVENTS? Yes, we will include it in our monthly E-Newsletter, and will post it on our website under EVENTS, as well as FACEBOOK and TWITTER. Any additional promotion is up to the Event Organizer. All Publicity for events must be approved by JF prior to being printed and/or released including web content, press releases, and printed materials. Please forward all content for approval at minimum 10 days in advance of release to: **mcarr@journeyfound.org or call 860-643-9844 x 137**

WHO IS RESPONSIBLE FOR ALL LIABILITY AND LEGAL RISKS ASSOCIATED WITH MY EVENT? JF will not be responsible for any damage or accidents to any persons or property. The ORGANIZER is FULLY responsible for the event in its entirety.

HOW DO I SEND THE PROCEEDS OF MY EVENT TO JF? Funds raised by a Third Party Event should be made by check payable and mailed to: JOURNEY FOUND INC., 60 Hilliard St, Manchester, CT. 06042 Attn: Fund Development (within 10 days after the event)

THIRD PARTY EVENT GUIDELINES

Third Party events and fundraisers are vital to Journey Found Inc. ("JF") and the assistance we provide to people with disabilities. We welcome and greatly appreciate requests from individuals, organizations, and corporations ("Sponsor(s)") to hold benefits, special events, fundraisers, or donation drives on behalf of JF. The following guidelines have been developed to protect both the Sponsor and JF.

A minimum of 6 weeks advance notice of your event is requested in order to ensure coordination with JF staff.

JF will not finance any expenses related to a Third Party Event or assume responsibility for any debts incurred.

Any use of JF's logo or inclusion of the JF name in any/all event promotion MUST be approved by JF. In addition, ALL publicity and/or promotional materials referencing JF's involvement must be approved by JF well in advance of the event.

Sponsor is responsible for ALL event coordination, marketing, promotion, and sales.

Sponsor is responsible for complying with all applicable local, state, and federal regulations regarding a charitable event.

Sponsor agrees to coordinate with and request permission from JF before soliciting any individuals, organizations, or businesses in order to avoid duplicated efforts.

Sponsor must state the terms of the donation JF can expect from the event. (Examples: 50% of profits, one-time donation of $1,000, all proceeds, etc.) Sponsor must tender gift within (10) days of the event.

A donation solicited on behalf of JF, whether an item or cash, is fully tax-deductible only when it is made directly and entirely to JF. JF will determine what types of gifts can be considered tax-deductible prior to Sponsor solicitation or promotion, as only JF can verify that such a gift was made, and its nature, to the IRS. This information must be made explicitly clear in promotion of the Sponsor's event.

When a portion of the ticket price or suggested donation from a participant of the Sponsor's event is not tax-deductible, Sponsor must clearly state this on all materials as well as on the Agreement Form.

JF is unable to sell tickets, coupons, or raffles for any Third Party event.

JF will not solicit participation from clients or donors for any Third Party event beyond listing the event information on the JF events webpage and in the JF E-newsletter.

All Third Party event requests will be considered individually. JF reserves the right to refuse involvement with or cancel and event for any reason.

After reviewing these guidelines, please sign the Third Party Agreement Form and submit it to JF.

Mail to: Monica Carr
Journey Found Inc
60 Hilliard St.
Manchester, CT. 06042
Or Scan/Email to: mcarr@journeyfound.org

Agreement Form

I accept and agree to abide by the terms of these guidelines with respect to my Third-Party Event(s) to benefit Journey Found Inc. I hereby release and agree to indemnify and defend Journey Found Inc., its officers, directors, employees and agents, from and against any and all claims, loss, liability, damages and expenses (including reasonable attorney's fees and other costs of litigation) imposed against or incurred by the Journey Found arising out of or related to any event I host or any violation by me of these Third-Party Host Fundraising Agreement guidelines.

Name _____

Signature_____

Date _____Contact Number _____

This agreement is not valid until signed by an authorized Journey Found signatory.

Journey Found Inc. Authorized Staff Person

_____

Journey Found Inc. Authorized Signature

_____

Date _____Contact Number _____