



Third-Party Fundraising Events

Overview

Thank you for your interest in selecting the Mourning Hope Grief Center as the beneficiary of your upcoming fundraising event. Hosting a fundraiser helps to increase awareness of Mourning Hope's mission and enable our nonprofit to continue providing our services throughout the community.

Enclosed you will find some general guidelines on hosting a third-party fundraising event to support Mourning Hope. Once you've reviewed the attached policies and procedures, please sign the **Fundraising Registration Agreement** and return it to Mourning Hope a minimum of 30 days prior to your event.

If you have any questions or just want to talk through some fundraising options, please contact Mourning Hope's advancement director, Kate Holman, at 531.500.3699 or kholman@mourninghope.org.

We wish you amazing success on your upcoming fundraising event and sincerely thank you for selecting the Mourning Hope Grief Center!

Who We Are

The Mourning Hope Grief Center companions children, adults and families before and after a death loss. Mourning Hope provides grief support groups, counseling, community education, resources and referrals.

Our organization is focused on increasing positive mental health by creating opportunities for resiliency and growth, encouraging positive psychosocial skills, and helping individuals develop healthy coping skills as they undertake a long journey toward healing. Since 1994, Mourning Hope has been committed to a mission of no one grieving alone.

Mourning Hope relies on the generosity of individuals, businesses and foundations. We receive no government funding or insurance reimbursement, and are supported entirely by private donations.

Policies and Procedures

How We Can Help

- Mourning Hope can provide you with organizational brochures and/or promotional materials for your event, including Mourning Hope's logo (see below for information related to the logo).
- Mourning Hope can provide a tour of our grief center to your fundraising committee and host the check presentation at our center.
- Depending on availability, our nonprofit may be able to offer one or two staff/volunteers to represent Mourning Hope during your fundraising event.
- Mourning Hope will work with you to recognize your fundraising achievements in a way that is meaningful to you and Mourning Hope.

Use of Mourning Hope's Logo

- In order to protect and maintain our name and logo, we must be fully aware of their usage.
- Mourning Hope can provide our logo to the event organizer.
 - The logo is available in the following file formats: jpg, eps or png.
 - Please note that Mourning Hope's logo may **not** be altered in any way.
 - The logo cannot be sized smaller than ¾ of an inch.
 - We ask that you not use logos found on the internet.

Event Promotion

- Any collateral or products that display the logo must be approved by Mourning Hope's advancement director prior to the event.
 - Mourning Hope must review and approve all promotional materials prior to production or distribution including, but not limited to, press releases, invitations, brochures, letters and flyers.
 - We request that you send draft materials to the advancement director a minimum of two weeks before event promotion begins.
- While Mourning Hope is happy to share social media posts and forward information to our database as appropriate, our nonprofit will not be responsible for the core promotion of your event.

- All third-party events must be promoted or conducted in a manner to avoid the appearance that Mourning Hope is endorsing any product, firm, organization or service. And all third-party events must clearly state that your event is **not** hosted by Mourning Hope. Examples:
 - **Acceptable:** *“Fun Run, with net proceeds benefiting Mourning Hope.”*
 - **Not Acceptable:** *“The Mourning Hope Fun Run”*
 - **Acceptable:** *“\$7 from every raffle ticket sold will be donated to Mourning Hope”*
 - **Not Acceptable:** *“Mourning Hope’s Raffle”*

Fundraising Restrictions

- Mourning Hope is unable to solicit sponsors, prizes, gifts or funds for your event.
- Mourning Hope shall not provide any contacts or be involved with the planning or execution of your event, other than as outlined above.
- Mourning Hope’s tax status shall not be directly extended to your event vendors.
- Third-party event expenses are incurred solely by the event organizer and cannot be accounted for through Mourning Hope’s finances.
- Mourning Hope will accept no liability in connection with this event.
- Within 21 days of finishing your fundraising activity, please send or deliver all funds raised to Mourning Hope. Please do not send cash by mail. Checks should be made payable to the Mourning Hope Grief Center.

Mourning Hope Use Only		
<i>Approved</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Further Action Required</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Notes:</i>		



Fundraising Registration Agreement

Event Contact Information

Organizer Name: _____ **Date:** ___/___/___

Company/Group Name (if applicable): _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Contact Phone: _____

Contact Email: _____

Event Details

Event Name: _____

Event Location: _____

Event Host: _____

Event Date: ___/___/___ **Event Time:** _____ **Expected # of Attendees:** _____

Brief description of fundraising activity, including how funds will be raised:

- *I understand and accept my obligation to remit the funds raised to the Mourning Hope Grief Center within 21 days of the event conclusion.*
- *I understand that the Mourning Hope Grief Center has no liability in connection with this event.*
- *I understand that all collateral needs to be approved according to the policies and procedures.*

Signature: Event Host/Representative

___/___/___
Date

Please complete and return the form by email to kholman@mourninghope.org a minimum of 30 days before the event. By signing you assert you have read and are in agreement with the guidelines detailed. Please allow 48 business hours for Mourning Hope to review and respond to your request.