



## Third-Party Fundraising Events

---

Thank you for considering the Mourning Hope Grief Center as the beneficiary of your upcoming fundraising event! Your support not only helps raise essential funds but also shines a light on our mission, allowing us to continue providing compassionate grief support programs and services to individuals and families throughout our community. We are so very grateful for your generosity and for helping us make a meaningful difference in the lives of those we serve.

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 grants and development director, Tara Gregg, at 402.488.8989 or [tgregg@mourninghope.org](mailto:tgregg@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 the vision that no one has to grieve alone.

Mourning Hope relies on the generosity of individuals, businesses and foundations. We receive no Federal funding for programs or insurance reimbursement, and are supported predominantly 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 details).
- Mourning Hope can provide a tour of our grief center to your fundraising committee and host a check presentation at our center.
- Depending on availability, we 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, logo, and brand, 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 ¼ of an inch.
  - We ask that you not use any logos found on the internet.

### Event Promotion

- Any collateral or products that display the logo must be approved by Mourning Hope 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 grants and development director at least two weeks before event promotion begins.
- While Mourning Hope is happy to share social media posts and forward information to our database as appropriate, Mourning Hope 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.
- Collateral 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"

### **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 or noted below.
- 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.
- Third-party events cannot participate in any political campaign on behalf of Mourning Hope.
- Mourning Hope will accept no liability in connection with this event. The organizer must hold harmless Mourning Hope, its officers, directors, and employees from all liabilities related to the 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.

<b>Mourning Hope Use Only</b>		
<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 event collateral should follow the stated policies and procedures.*

-----

\_\_\_/\_\_\_/\_\_\_

**Signature: Event Host/Representative**

**Date**

*Please complete and return the form by email to [tgregg@mourninghope.org](mailto:tgregg@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 7 business days for Mourning Hope to review and respond to your request.*