

Thank you for your interest in supporting Habitat for Humanity Buffalo (Habitat Buffalo)! Your fundraising efforts will enable us to continue building decent, affordable homes for local families. With your support, we will continue to build strength, stability, and self-reliance through homeownership.

We are often contacted by donors (individuals, organizations and corporations) interested in raising money for Habitat Buffalo. This is usually done through special events/promotions, through which funds are raised and a portion of the profits (less out-of-pocket expenses) are donated to Habitat Buffalo.

We are truly grateful for your efforts! You are exponentially expanding the abilities of our limited staff and resources. We make every effort to participate in third-party events/promotions, but unfortunately this isn't always possible. The following information will assist you in planning, organizing, and conducting a successful special event/promotion to benefit Habitat Buffalo:

1. To initiate a fundraising special event or promotion, organizer(s)/sponsor(s)/organization(s) should submit a summary to Habitat Buffalo's Development and Communications Manager for review. The summary should be submitted via email (slawson@habitatbuffalo.org) and must include the name of the organizer(s)/sponsor(s), the name of the event, the date/timeframe, the location, and the percentage of proceeds intended to be donated to Habitat Buffalo. This should be submitted before you begin planning the event/promotion, and may take up to ten business days for Habitat Buffalo staff to review and provide input.
2. If only a portion of the proceeds will go directly to Habitat Buffalo, the organizer(s)/sponsor(s)/organization(s) must clearly disclose to participants, supporters, etc. the percentage/dollar amount that will go to Habitat Buffalo.
3. Due to limited resources, Habitat Buffalo is unable to fund third party events. All expenses related to your event/promotion need to be covered by the individual/organization sponsoring the event.
4. With the exception of nationally approved promotions, events/programs that cross Habitat Buffalo's geographic boundaries (Erie County, NY) must have the approval of all Habitat for Humanity Affiliates involved.
5. The sponsoring individual/organization is responsible for the marketing and promotion of the event/promotion. All publicity and/or promotional materials referencing Habitat Buffalo's involvement requires advance approval from Habitat Buffalo. Logos and Habitat for Humanity branding standards will be provided in the early planning stages.
6. The sponsoring individual/organization is responsible for the staffing and/or recruiting volunteers to assist in planning and implementation the event/promotion. While Habitat Buffalo staff makes every effort to attend third party events, we cannot guarantee staff availability.
7. Before soliciting support, organizer(s)/sponsor(s)/organization(s) will need to provide Habitat Buffalo a list of targeted corporate sponsors. Habitat Buffalo reserves the right to exclude solicitation of specific sponsors.
8. Habitat Buffalo may not sell tickets/registrations/etc., solicit sponsorships, or request support in any way for third party events. The event may be listed on our website's event calendar.
9. If a separate bank account is being established by the third party for the event, it must be opened in the third party's name. Bank accounts may not be opened in Habitat Buffalo's name.
10. All checks from participants of third party events/promotions must be made out to Habitat Buffalo in order to qualify as charitable contributions.
11. The third party must tender the net proceeds due to Habitat Buffalo within 30 days of the end of the event/promotion.
12. The organizer(s)/sponsor(s)/organization(s) shall provide Habitat Buffalo with a summary of results relevant to the event/program (number of tickets/sponsorships, etc. sold, revenues generated, and a list of expenses) within 30 days of the event's end. We ask that supporting documentation in the form of receipts, invoices, etc. be provided. The third party will maintain complete and accurate records should Habitat Buffalo determine that an actual review is necessary.
13. If conducting a raffle, the organizer(s)/sponsor(s)/organization(s) must adhere to all state and federal laws and regulations governing these events. Habitat Buffalo must pre-approve the terms and conditions of all raffles.
14. If the organizer(s)/sponsor(s)/organization(s) is/are conducting an event that requires insurance, Habitat Buffalo requires verification that the sponsoring organization has adequate insurance coverage. A certificate of insurance that names Habitat Buffalo as the "Additional Insured" must be provided no later than 30 days prior to the scheduled event. The third party must, in its sole discretion, determine the extent of required insurance for the event in order to protect itself from claims which may arise out of the event. For Habitat Buffalo's protection, we must have the third party agree to indemnify and hold Habitat Buffalo harmless from and against any and all losses, damages, costs, attorney's fees, expenses, and liabilities incurred in connection with any claim or action or proceeding arising out of or incurred in connection with the event.
15. The organizer(s)/sponsor(s)/organization(s) is/are responsible for any licenses or permits and must ensure compliance with federal, state, and local laws.
16. Habitat Buffalo is unable to share or sell its internal list of donors or supporters.
17. Habitat Buffalo reserves the right to decline any third party event/promotion.

Thank you again for supporting Habitat for Humanity Buffalo! By signing this, you agree to and understand the guidelines (above).

Authorized Habitat Buffalo Representative:

Authorized Event/Promotion Representative:

Signature

Date

Signature

Date

Printed Name and Title

Printed Name and Title