



### **Helping Hand Home for Children Third Party Event Policies**

Thank you for your interest in hosting an event to benefit **Helping Hand Home for Children**. We are grateful for the support of those in the community who share our commitment to providing nurturing care and therapeutic support services to children who have suffered unimaginable abuse and neglect. Any fundraising activity benefiting Helping Hand Home for Children must be approved in advance by the Development Department. The enclosed **Third Party Event Guidelines** must be agreed upon and returned to the Development Department no less than 30 days prior to the proposed event date. If you have any questions, please email [mlewis@helpinghandhome.org](mailto:mlewis@helpinghandhome.org)

**Helping Hand Home for Children (HHH) is pleased to be the beneficiary of financial support from Third Party events or projects by individuals, groups and organizations.**

#### **General Policies**

- HHH's Development Department must approve any fundraising event before contributions can be solicited in the name of HHH. The use of HHH's name or logo is not permitted for any reason without approval.
- HHH does not release donor, volunteer, employee, board, society member or other mailing lists to any outside groups.
- HHH is not required to help promote the event through emails to Board, volunteers or staff.
- HHH does not provide financial support to third-party fundraising.
- HHH will not solicit sponsorship for outside fundraising put on by a third party.
- HHH will not approve events that require financial support from HHH.
- HHH will not approve events that compete or conflict with an already scheduled event to benefit HHH.

#### **How HHH can help:**

- Provide Informational brochures or fact sheets about HHH's programs and services.
- Provide logos, and appropriate written content for third-party flyers, social media, etc.
- Written tax receipts to donors who make checks payable to Helping Hand Home for Children.
- When tax receipts are requested for cash donations, the third-party event organizer is responsible for collecting the names, addresses and contact information of the donors.

#### **HHH Publicity Guidelines:**

- Event publicity is the responsibility of the event organizers; not HHH, however, event publicity such as flyers, press releases, emails, billboards, etc. must be approved by the HHH Development Department.
- The best way to describe HHH's involvement is to list the event name as: *"benefiting Helping Hand Home for Children"* and clearly state how HHH is to benefit such as: "net proceeds" or "a percentage of sales."

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Sponsoring Name/Organization: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Date(s) of Event: \_\_\_\_\_ Time: \_\_\_\_\_  
Location: \_\_\_\_\_  
Event Description: Please include any ticket prices or entrance fee information, if applicable.

What is the estimated dollar amount expected to be raised? \_\_\_\_\_

What percentage of net proceeds will HHH receive? \_\_\_\_\_

Please name any other charitable organizations that will benefit:

Do you plan to use HHH name or program information in promoting the event? Yes / No

If yes, please describe, in detail, the materials you plan to create: Please attach copies if available. All materials MUST be approved by HHH staff prior to print or distribution.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please fill out and send to Mary Ellen Lewis at  
[mlewis@helpinghandhome.org](mailto:mlewis@helpinghandhome.org)**

**Helping Hand Home: Hope Happens Here Since 1893  
3804 Avenue B, Austin, Texas 78751  
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