

## **Third Party Event Fundraising Guidelines**

Thank you for choosing Habitat for Humanity Okanagan as your charity of choice. From housewarmings to concerts, golf tournaments to galas, every event held in support of HFHO gets us one step closer to achieving our vision of a world where everyone has a safe decent place to live.

Please let your supporters know that 100% of the net proceeds from your event will go directly into building more homes for families in need.

In order to help you plan and execute your event, here are a few things you should know ahead of time and consider when planning.

### **Habitat for Humanity Okanagan can:**

- Provide event planning advice
- Send, where appropriate and available, a Habitat for Humanity representative
- Issue charitable tax receipts (if applicable)
- Post an event listing on our website and social media platforms
- Allow use of Habitat for Humanity Okanagan name/logo
- Provide a letter of support that validates the authenticity of the event

### **Habitat for Humanity Okanagan cannot:**

- Provide funding or reimbursement for event expenses
- Provide access to our donor lists
- Guarantee promotion or advertising of your event, except on our website or social media platforms
- Guarantee attendance of staff or volunteers at your event
- Provide access to celebrities or VIP's
- Supply prizes, auction items or awards

### **Conditions:**

- Name and logo usage must be approved
- Volunteer event organizer will obtain all necessary permits, licenses and insurance
- Volunteer event organizer must receipt all donations and provide the necessary information to Habitat for Humanity Okanagan to enable us to issue an official charitable tax receipt
- Habitat for Humanity Okanagan reserves the right to withdraw the use of its name at any time and will not assume any costs that may be involved in doing so
- Habitat for Humanity Okanagan will not assume any legal or financial liability
- Habitat for Humanity Okanagan is not responsible for any damage, or accidents to persons or Property

Please contact [connect@hfhokanagan.ca](mailto:connect@hfhokanagan.ca) or call 778-755-4346 Ext 213 for more info.