**Third Party Fundraiser Guidelines**

Rebuilding Together of Central Florida (RTCFL) is very grateful that you’re considering raising funds to rebuild! Only third‐party events which meet specific criteria and benefit the organization will be considered for approval. Please carefully review the guidelines and application below.

**What is a third-party fundraiser?**

An event that raises funds for RTCFL that is not affiliated with or endorsed by RTCFL. Events are organized by volunteers (rebuilders) who want to help their neighbors in need. Hosting a Facebook Fundraiser or raising funds through Give Lively does not require a Third-Party Fundraiser application.

**How do I obtain approval for a third-party fundraiser?**Review the guidelines and submit your application to the RTCFL team at least 30 days prior to your event.

**May I use the RTCFL logo on event fliers, signage, etc.?**Yes, with permission from RTCFL.

**Will RTCFL provide brochures or promotional materials?**

Yes, RTCFL is happy to provide flyers and/or brochures. Applications that include a request for promotional branded items will be considered on a case by case basis, as these supplies are limited.

**Will a representative from RTCFL attend or speak at the event?**

RTCFL relies on volunteers and ambassadors to support our work. With a very small staff, it is not possible to attend every event, but we will make every effort to do so!

**Can I use RTCFL’s tax-exempt form to purchase items for the event?**

No. Any purchases for the event are subject to tax and are the responsibility of the event organizer.

**If event participants donate directly to RTCFL, will you provide the names and amounts of donations?**

RTCFL respects the privacy of our donors, and we are unable to provide names or donation amounts. However, if your participants donate directly to RTCFL or write the fundraiser name in the memo line of checks, we can provide an overall impact number of your fundraiser that includes the number of donors and the total raised.

**What is the safest way to collect donations?**In times of social distancing during COVID-19, we encourage you to consider social distancing and virtual third-party events for the safety of our community. If you choose to collect cash and checks, please take precautions and handle funds carefully. We recommend using virtual fundraising platforms – such as Facebook fundraisers or RTCFL’s campaigns on GiveLively.

**How do I deliver funds raised to RTCFL?**Within 30 days of your event, deliver funds to the RTCFL office by mail or in-person. Our office is closed to the public during COVID-19, so please schedule a time to meet with a RTCFL representative before arriving to the office to ensure someone is there to meet you.

**Third-Party Fundraiser Application**

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| --- | --- |
| **Event Organizer Name:** |  |
| **Phone Number:** |  |
| **Email Address:** |  |
| **Address:** |  |

|  |  |
| --- | --- |
| **Event Name:** |  |
| **Event Date:** |  |
| **Event Time(s):** |  |
| **Description of Event:** |  |

**Third-Party Fundraiser Policy**

I have read, reviewed and understand the Third-Party Fundraiser Guidelines. In addition to those guidelines, I understand that by submitting an application for a Third-Party Fundraiser with RTCFL:

* I am organizing this event on behalf of myself and/or an organization that I represent to benefit RTCFL. I must obtain approval from RTCFL before promoting and holding this event.
* RTCFL reserves the right not to accept funds from events that were not approved, or from events that
* Events may not be represented as events sponsored by RTCFL. Promotional materials must be reviewed and approved.
* RTCFL will not reimburse event organizers for any expenses incurred. Expenses are the responsibility of the event organizer and/or volunteers.
* If I am collecting cash or checks instead of encouraging donations directly to RTCFL, or if I am deducting event expenses from funds raised prior to donating, I will avoid using language such as “Donation” or “Tax Deductible”.
* All event promotions should refer to RTCFL as “Rebuilding Together of Central Florida”. Please do not use “RTCFL” or “Rebuilding Together”.
* RTCFL cannot be held liable for details associated with the event, including but not limited to: expenses, damages, liability coverage or insurance.

|  |  |
| --- | --- |
| Event Organizer Name – Signature | Date |
|  |  |
| Event Organizer Name – Print |  |