



Halifax Health – Halifax Health - Hospice of Volusia/Flagler Third-Party Fundraising Event Guidelines

Individuals, businesses or groups can sponsor an event to raise funds for Halifax Health - Hospice of Volusia/Flagler. This kind of activity is called a “third-party” event.

There are three kinds of third-party events:

1. A group or individual can host an event or sponsor an activity and make Halifax Health - Hospice of Volusia/Flagler the beneficiary.

(Example: An organization hosts a golf tournament and gives Halifax Health - Hospice of Volusia/Flagler a check for the net profits).

2. Halifax Health - Hospice of Volusia/Flagler can “piggy back” on an existing event, adding a third-party fundraising element, and receive the income produced from that element.

(Example: A city has a walkathon and the sponsor offers participants the opportunity to get pledges for Halifax Health - Hospice of Volusia/Flagler).

3. Halifax Health - Hospice of Volusia/Flagler gets invited to cooperatively produce an event (by providing volunteers, promotional assistance, mailing) and share in the profits to be determined.

(Example: A local business invites Halifax Health - Hospice of Volusia/Flagler to participate in an auction. Halifax Health - Hospice of Volusia/Flagler sends out press releases and provides volunteers to work at the event. In return Halifax Health - Hospice of Volusia/Flagler receives a percentage of the proceeds from the event).

Fundraising Guidelines

Halifax Health - Hospice of Volusia/Flagler has a set of guidelines that we ask all individuals and organizations to follow when fundraising on the behalf of Halifax Health - Hospice of Volusia/Flagler.

- We ask that you do not organize a third-party fundraiser that includes lotteries, gambling, fortune telling, and raffles/drawings without first discussing it with a member of the Fundraising Team.
- Any third party event that requires any type of license or proof of insurance should first be discussed with and approved by a member of the Fundraising Team.

- Halifax Health - Hospice of Volusia/Flagler cannot solicit money for a third-party event and have checks made payable to the third-party. Checks must be made payable to Halifax Health - Hospice of Volusia/Flagler (and be added to the proceeds received after the event) or we cannot be involved in the solicitation.
- The third-party event fundraising activity should be one that does not conflict with the cause, mission and values of Halifax Health - Hospice of Volusia/Flagler.
- Halifax Health - Hospice of Volusia/Flagler requires accurate use of its name and logo in all promotional materials by getting prior written permission for the event.
- A third party fundraiser should not conflict with an existing and/or standard Halifax Health - Hospice of Volusia/Flagler event.
- Halifax Health - Hospice of Volusia/Flagler does not insure any third-party event or fundraiser.

Procedure and Event Application

Write a description outlining the aspects of the third-party fundraiser/event. Include the following:

- A full description of the event.
- Date, time and location of the event.
- What is expected of Halifax Health - Hospice of Volusia/Flagler (brochures, promotional items, volunteers)?
- Anticipated costs and projected gross income of the fundraiser/event.
- Plans, if any for a corporate sponsorship.
- Contact information of the director(s) and coordinator(s) of the event.

Contact Halifax Health - Hospice of Volusia/Flagler Special Events Coordinator to set up an appointment and/or to discuss your event. 386.322.4701

HALIFAX HEALTH - HOSPICE OF VOLUSIA/FLAGLER
FUNDRAISING EVENT APPLICATION

Thank you for considering and thinking of Halifax Health - Hospice of Volusia/Flagler for your special event. We receive many requests from individuals and corporations who are eager to support our organization through events. We want to be sure that each event has the best possible chance for success we ask that a formal evaluation process be implemented. The Special Events Coordinator/committee will review your application. We thank you for your interest in Halifax Health - Hospice of Volusia/Flagler.

Circle one, type of event/fundraiser:

1. A group or individual sponsor third party event with no involvement from HOVF and HOVF being the beneficiary of the event.
2. A "piggy back" event
3. Cooperative event

What is the working title/name of the event?

Circle one, is this event a: Signature / Special / or Turnkey Event?

Primary Contact:

Address:

Daytime Phone: _____ Cell Phone: _____

Email Address: _____ Alternative number: _____

Is this event a first year event or a repeat event?

What is the nature of the event?

What site or program will this event benefit?

Target date of the event: _____ Target Time: _____

Target location (address if available)

If the event location is outside what are the alternate plans for inclement weather?

Specifically, what promotional materials will you need from Halifax Health - Hospice of Volusia/Flagler?

How will you promote your event?

Who is your targeted audience?

How many people do you expect to attend?

How will individuals or corporations be invited to attend?

What is the cost to participate?

Will celebrities or special guests/entertainment be involved? ___yes ___no

Is so, who is proposed, and how?

Who are your proposed sponsors?

What is the timeline, in detail of your event?

What is the estimated budget that will be necessary? (Attach a separate budget worksheet if necessary)

Who will handle the incoming dollars? _____

Who will acknowledge and receipt the participants and sponsors?

Who will handle the expenses to be paid?

What special materials may you need from Halifax Health - Hospice of Volusia/Flagler?

Do you anticipate marketing/advertising support? ___yes ___no

If yes, what?

What other support do you anticipate from Halifax Health - Hospice of Volusia/Flagler?

Signature of applicant _____

Printed name of applicant _____

Contact number of applicant _____