



## **Third Party Fundraising Guide**

Thank you for hosting a fundraising event benefiting The Farmer's House! By hosting a third-party fundraiser, you are helping raise the much-needed funds to fund our innovative programs that help individuals with developmental disabilities gain job skills, employment, inclusion and self-sufficiency. We hope the following information will be helpful as you plan your event.

### **Our Mission**

To empower youth and adults with developmental disabilities to pursue their best lives.

### **What is a Third-Party Fundraiser?**

Any individual or organization that organizes and hosts an event, promotion, sale, or donation drive on behalf of The Farmer's House is defined as a "third-party fundraiser." If you are interested in hosting a fundraiser, please submit a completed Third-Party Fundraiser Proposal form.

### **Third-Party Event Guidelines**

To enhance the success of third-party fundraising events and to avoid overlap with Farmer's House donors, corporate sponsors, or other events already planned, we ask that the following policies be observed:

1. The host is considered the fundraiser organizer, and is responsible for organizing, promoting, and executing the event. The third-party fundraiser must submit a Third-Party Event Application to The Farmer's House Development Department at least 30 days in advance of the proposed event date. If multiple events are proposed, a proposal must be submitted for each.
2. Third-party fundraisers must be financially self-sustaining without contribution from or financial risk to The Farmer's House. The Farmer's House will only accept the net proceeds of a third-party fundraiser. All third-party event expenses are the responsibility of the third-party event organizer. The Farmer's House is not responsible for and cannot reimburse for expenses incurred as part of a third-party fundraiser.
3. The third-party fundraiser must submit all publicity and promotional material containing The Farmer's House name and/or logo to The Farmer's House Development Department for review and approval prior to publication and distribution of these materials. The Farmer's House will provide guidelines, agency materials, and tax acknowledgments. The Farmer's House will also assist in promoting the fundraiser via social media.

4. The Farmer's House is committed to protecting the privacy of its Farmers, families, donors, volunteers, and staff. The Farmer's House will not sell or share any donor names or contact information.
5. The Farmer's House retains the right to decline any event if it conflicts with its mission, fundraising efforts, or event calendar.

### **Planning a Third-Party Fundraiser**

1. Identify the type and purpose of the fundraiser you would like to host.
  - a. Who is your audience? Will participants be adults, children, or both?
  - b. What is the message?
    - i. To raise funds, awareness, etc.
2. Determine your fundraising goals.
  - a. How much money would you like to raise?
  - b. How will funds be raised?
    - i. Tickets, raffle, auction, donations
3. Plan out the time, date, and location.
  - a. What time of year will your fundraiser be held? Check community calendars and The Farmer's House availability so that your fundraiser does not conflict with existing events.
  - b. Will the event be virtual, hosted at a business, held at an individual's home?
4. Create a timeline.
  - a. Include the necessary steps and tasks that need to be completed each week leading up to the fundraiser.
  - b. Communicate often and clearly with those you are working with.

### **Examples of Third-Party Fundraisers**

Art Auction/Exhibition	Concerts	Poker Run
Bake Sales	Craft Sales	Restaurant Night
Book Sales	Game Night	Wine Tasting
Car Washes	Happy Hours	
Corn Hole Tournament	Parties	

For questions or more information on third-party fundraisers, please contact The Farmer's House Development Office at 913-706-5803 or [info@thefarmershouse.org](mailto:info@thefarmershouse.org).

Thank you for your interest in supporting The Farmer's House where disABILITIES disAPPEAR!