



COMMUNITY FUNDRAISING EVENT & DONATION DRIVE GUIDELINES

COMMUNITY FUNDRAISING EVENTS (GUIDELINES: PAGE 2)	DONATION DRIVES (GUIDELINES: PAGE 3)
<p>Before planning your fundraising event, please review, sign, and email the Inquiry Form on page 4 to</p> <p>Events@Hosparrow.org</p> <p>at least 3 weeks before the date of your event.</p>	<p>Before hosting a donation drive, please call Home of the Sparrow at 815-271-5444 to check what items the agency is currently in need of. Or CLICK HERE to see the Shelter Needs Wish List of currently accepted donations.</p> <p>Please review, sign, and email the Inquiry Form on page 4 to</p> <p>Events@Hosparrow.org</p> <p>at least 3 weeks before the date of your drive.</p>

Thank you for considering hosting a fundraising event and/or donation drive that benefits Home of the Sparrow! Home of the Sparrow welcomes our community’s initiatives to help further the awareness of homelessness among women and their children. Home of the Sparrow is happy to provide guidelines, agency materials, and tax acknowledgments for your events. By planning a fundraiser or donation drive, the community organizer takes on the fun of creating and running a successful event on their own. Home of the Sparrow appreciates the efforts of others to help save on staffing resources to secure important funds for the agency. **If you have questions, please Events@HOSparrow.org o r call 815-271-5444 x262.** Thank you!

Previous community fundraising events have included corporate or donation drives, runs/walks, auctions and raffles, luncheons or dinners, car shows, fashion shows, self-improvement classes, and restaurants donating proceeds of a night’s profit.



COMMUNITY FUNDRAISING EVENT GUIDELINES

What is a Home of the Sparrow Community Fundraising Event?

Community Fundraising Events are sponsored or hosted by individuals, organizations or groups in support of Home of the Sparrow.

Please take the following questions into consideration:

- Does the event support the mission and image of Home of the Sparrow?
- What is your goal for this event?
 - Cash contributions
 - Gift Cards
 - Introducing people to Home of the Sparrow

Guidelines:

- **Home of the Sparrow needs to approve publicity materials and the use of its name and logo.**
- As the originator of a community fundraising event or project, you are considered the community event organizer. The organization, promotion, and execution of the event are your responsibilities.
- Home of the Sparrow cannot reimburse expenses incurred as part of a community event, and we appreciate your funding of the event. By doing so, we are able to use our limited resources to help our clients.
- Whenever appropriate and within the context of Home of the Sparrow's larger fundraising and communications plan, Home of the Sparrow will work to ensure its base of supporters are aware of the community fundraising event.
- Home of the Sparrow has the right to protect the privacy of its clients, donors, volunteers, staff, and all others affiliated with Home of the Sparrow.
- Home of the Sparrow does not sell or share any donor names or contact information to community fundraisers.

What Home of the Sparrow can do for you:

- Help promote your fundraising event or donation drive on Home of the Sparrow's social media, website, and/or agency newsletters if provided with your flier at least 3 weeks prior to the date of your event or drive.
- Acknowledge direct contributions to Home of the Sparrow via social media, website, and agency newsletter shout-outs.
- Provide a letter to show the authenticity of your event.
- Provide Home of the Sparrow's informational and marketing materials for your event. **You must schedule to pick up ahead of time before your fundraising event.** Contact Events@HOSparrow.org for details.
- Home of the Sparrow Events Coordinator can consult with you about your event.
- In some cases, a Home of the Sparrow staff member or volunteer may be able to attend your event, but is **NOT** guaranteed.

DONATION DRIVE GUIDELINES

What is a Home of the Sparrow Donation Drive?

A donation drive is a type of fundraiser where organizers ask community members, friends, and/or family to donate items of need for a cause.

Guidelines:

- **Call Home of the Sparrow at 815-271-5444 to check what items the agency is currently in need of. Office is open Monday-Thursday 8:30am-5pm and Friday 8:30am-4pm.**
- **You can also [CLICK HERE](#) to see the Shelter Needs Wish List of accepted donations.**
 - If you plan on donating items that are **NOT** on the wish list, please list and describe your items within the Inquiry Form on page 4.
- **Home of the Sparrow needs to approve publicity materials and the use of its name and logo.**
- As the originator of a donation drive for Home of the Sparrow, you are considered the community organizer. The organization, promotion, and execution of the event are your responsibilities.
- Home of the Sparrow cannot reimburse expenses incurred as part of a community event and/or donation drive, and we appreciate your funding of the event. By doing so, we are able to use our limited resources to help our clients.
- Whenever appropriate and within the context of Home of the Sparrow's larger fundraising and communications plan, Home of the Sparrow will work to ensure its base of supporters are aware of the community fundraising event.
- Home of the Sparrow has the right to protect the privacy of its clients, donors, volunteers, staff, and all others affiliated with Home of the Sparrow.
- Home of the Sparrow does not sell or share any donor names or contact information to community organizers.

What Home of the Sparrow can do for you:

- Help promote your fundraising event or donation drive on Home of the Sparrow's social media, website, and agency newsletters if provided with your flier at least 3 weeks prior to the date of your event or drive.
- Acknowledge direct contributions to Home of the Sparrow via social media, website, and agency newsletter shout-outs.
- Provide a letter to show the authenticity of your event.
- Provide Home of the Sparrow's informational and marketing materials for your event. **You must schedule to pick up ahead of time before your donation drive.** Contact Events@Hosparrow.org for details.
- Home of the Sparrow Events Coordinator can consult with you about your donation drive.
- In some cases, a Home of the Sparrow staff member or volunteer may be able to attend your event, but is **NOT** guaranteed.

COMMUNITY EVENT / DONATION DRIVE INQUIRY FORM

**PLEASE SIGN AND EMAIL THIS FORM TO ALLYSON GLUTH AT EVENTS@HOSPARROW.ORG,
AT LEAST 3 WEEKS BEFORE THE DATE OF YOUR EVENT OR DONATION DRIVE**

Sponsoring Organization*: _____

Corporation Non-profit Individual Other: _____

Contact Name*: _____ Phone*: _____

Address*: _____ Email*: _____

FILL OUT THIS SECTION IF YOU ARE HOSTING A COMMUNITY FUNDRAISING EVENT

<input type="checkbox"/> <i>Not applicable</i>
Date of Event: / / Time: Fundraising Goal Amount:
Location Address:
Description of Event (<i>list Event name & ticket price/entrance fee/cost if applicable</i>):
How will Home of the Sparrow receive proceeds from the event? <input type="checkbox"/> Organizer will provide a single check after the event and will include names, addresses and donation amounts of all attendees to send thank you notes. <input type="checkbox"/> Organizer will collect individual contributions and forward to Home of the Sparrow including names, addresses and donation amounts of all attendees to send thank you notes.
Do you plan on using Home of the Sparrow's name and/or logo on event materials? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, describe or attach materials for Home of the Sparrow's approval:</i>

FILL OUT THIS SECTION IF YOU ARE HOSTING A DONATION DRIVE

<input type="checkbox"/> <i>Not applicable</i>
Date of Event: / / Time: Location Address:
What items will you be asking for: <input type="checkbox"/> HOS Shelter Wish List Items <input type="checkbox"/> Other:
How will Home of the Sparrow receive proceeds from the donation drive? <input type="checkbox"/> Organizer will drop off the donation drive items to Home of the Sparrow's Administrative Office at 4209 West Shamrock Ln, Unit B, McHenry, IL 60050 (Entrance in the back of the building) <input type="checkbox"/> Other:
Do you plan on using Home of the Sparrow's name and/or logo on event materials? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, describe or attach materials for Home of the Sparrow's approval:</i>

I HAVE READ AND AGREE TO FOLLOW THE ABOVE POLICIES AND PROCEDURES:

Signature*: _____ Date: _____