



Thank you for your interest in hosting a third-party fundraising event to benefit Higher Ground. These types of events help us raise important funds each year, and we are grateful for your support.

A third-party fundraising event is any activity by a non-affiliated group or individual, where Higher Ground has no fiduciary responsibility and little to no staff involvement. These events are hosted by an outside party who wishes to hold a promotion, event, or sale to benefit Higher Ground.

Due to the high volume of third-party requests, unfortunately we cannot personally participate in each event, but will provide informational materials about Higher Ground and assist in promotional efforts (when applicable).

In order to preserve the integrity of Higher Ground's name and establish expectations for every involved party, Higher Ground must approve all events in advance. Please fill out the form below and the attached agreement prior to promoting your third-party event. Together, we will discuss your plan and provide guidance for success!

Please contact us with questions, at 208-726-9298 or email lili@highergroundusa.org for suggestions on types of third-party events. Thank you for your interest and support! Third-Party Event Policies:

- As the originator of a third-party event or project, you are considered the event organizer. The organization, promotion and execution of the event are your responsibility.
- All potential event organizers must complete the Special Event or Project Proposal form and return it to Higher Ground prior to conducting or publicizing the event.
- If your third-party fundraising event is approved, you will receive a letter of authorization from Higher Ground to validate the authenticity of the event and its organizers. Approval status will remain in effect for 12 months from the date of the letter authorization so long as the activity is consistent with what has been approved. After 12 months have expired, organizers must reapply using this same process.
- All additional activities pursued by your group for the benefit of Higher Ground need to be reported and approved.
- You will receive written notice if your third-party fundraising event is not approved.
- Before distribution to the public, Higher Ground must approve all event-related publicity in which Higher Ground's name and/or logo are used. The names and logo must be used in accordance with Higher Ground's graphic guidelines and standards.

- The event organizer will pay any license fees and will cover all other incurred expenses. Estimated expenses and revenue must be established by the event organizers and submitted for review by Higher Ground before the event. Our goal is that the expenses are not to exceed 45% of the total amount raised. If Higher Ground will not receive all event proceeds, then it must be stated clearly in all publicity and collateral materials that a portion of the proceeds will benefit Higher Ground.
- In order to avoid conflicting fundraising efforts, please notify Higher Ground before you solicit any donations for your event, including underwriting, sponsorship, or in-kind gifts (such as food, printing, etc.).
- All checks for event proceeds should be made payable to “Higher Ground” Contributions are tax-deductible only if there are made directly to Higher Ground, not the third-party event organizer.
- Event proceeds should be submitted to Higher Ground within 30 days after the event to receive proper recognition and tax information.

The Event Proposal

Name	
Title	
Organization	
Contact Info (Address, Phone Number, Email)	

Proposed Event	
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Location/Date/Time	
Anticipated Income and Sponsorship	
Other Notes and Details	

The event organizers are responsible for all details of the event, including but not limited to: event underwriting, event expenses, volunteer recruitment, promotional materials, all day-of needs, obtaining necessary liability insurance and permits (i.e. raffles).

Signature

Date

Thank you for your support of Higher Ground