



**Homes For Our Troops:** 6 Main Street, Taunton, MA 02780

866-787-6677 | [info@hfotusa.org](mailto:info@hfotusa.org) | [www.hfotusa.org](http://www.hfotusa.org)

## Community Fundraising Event Proposal Form

We are delighted that you have selected Homes For Our Troops (HFOT) to benefit from your fundraising event! With your help we are able to build and donate specially adapted custom homes nationwide for severely injured post-9/11 Veterans, to enable them to rebuild their lives

**\*Important Note: HFOT must review and approve this proposal form before you proceed with your event plans\***

**\*\*Please allow at least 5 – 7 business days for final approval of your proposal\*\***

Please complete this form and return by:

**Mail:** Homes For Our Troops, 6 Main Street, Taunton, MA 02780

**Fax:** 508-823-5411 Attn: Fundraising

**E-mail:** [ifundraising@hfotusa.org](mailto:ifundraising@hfotusa.org)

**HFOT is accountable to the public for all fundraising activities using the HFOT name. Since HFOT is a registered trademark, the Fundraising Department needs to approve all uses of the charity's name and logo. You must have all of your materials approved before they are posted, printed or produced.**

Date Submitted:

Event Date:

Event Time:

Event Name:

Organization/Business/Sponsoring Agency:

Contact Person(s)

Mailing Address:

City:

State:

Zip Code:

Phone Number:

Email:

Name of Event Venue:

Address of Event:

Event City:

Event State:

Event Zip Code:



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Please provide a brief description of the event and how it will raise funds & awareness for HFOT:

How are you promoting the event/activity (posters, newsletter, radio, print, TV)?

Will any other organization(s) also benefit from this event/fundraiser? If yes, please list them here:

Is your organization a registered charity in its own right?

Check this box to indicate that you understand that if you, or your organization is providing, or selling, goods and/or services that you must provide fair market value of any goods or services received by supporters in exchange for their individual gift, donations, or registration.

Will the event be open to the public? Yes      No

**If you would like your event listed on our website please email your flyer (JPG or PDF) to your Fundraising Coordinator**

If you would like the proceeds from your fundraiser to be designated to a specific Veteran's home, please write the Veteran's name below:

**Estimated proceeds to be donated to HFOT: \$**

Please provide me with                      (#) HFOT brochures to be handed out to attendees or potential donors.

Which address would you like the brochures mailed to?

Event Venue      Mailing      Other



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Please provide me with the Homes For Our Troops Proud Supporter logo & guidelines

How did you hear about HFOT?

Please let us know the number of volunteers helping at your event (if applicable)

**Terms & Conditions** – *Please read the following guidelines carefully and sign the next page*

**What Homes For Our Troops (HFOT) can do for an Independent Fundraiser:**

- Provide the HFOT Proud Supporter logo to be used in event promotion
- Post a flyer for the event on our website's events calendar
- Provide promotional material for attendees or to be placed at an awareness table
- Send acknowledgement letters to all direct contributors to HFOT
- Issue thank you certificates to you and, as requested, to your supporters

**What Homes For Our Troops (HFOT) cannot do for an Independent Fundraiser:**

- Mail invitations to HFOT constituents
- Provide mailing lists to the event organizer
- Solicit sponsorships or donations for the event
- Endorse the event or its organizers
- Provide a HFOT representative at the event
- Provide volunteers to serve on event organizing/planning committee, serve in a leadership role at the event, or staff the event
- Have decision making authority at the event or over event operators
- Pay the event expenses or reimburse the organizer for event expenses
- Provide insurance for the event
- Allow the HFOT name to be represented as a partner, sponsor or organizer of this event
- Guarantee attendance

**As an Independent Fundraiser, you:**

- Must abide by all of the HFOT Fundraising Guidelines and Logo Guidelines
- Must provide any event promotion materials to HFOT for approval before publishing. Please send materials to [ifundraising@hfotusa.org](mailto:ifundraising@hfotusa.org) for review and approval.
- Must indemnify, defend and hold HFOT harmless, including its chartered units and its governors, directors, officers, employees, agents and volunteers from and against any and all suits, claims, demands, liabilities, damages, costs and expenses (including reasonable attorneys' fees) arising out of or relating in any way to your fundraising activity



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- Must submit any collected funds to HFOT immediately if, for any reason, the fundraiser is cancelled. Funds must be send to: **Homes For Our Troops, Attn: Fundraising, 6 Main Street, Taunton, MA 02780**
- Must comply with all federal, state and local charitable solicitation statutes, regulations and ordinances that affect or apply to the fundraising activity
- Must apply due diligence in naming the event or in the creation of slogans and flyers not to use any copyrighted or trademarked material
- Must submit proceeds from the fundraiser to HFOT no more than 45 days after the event. Proceeds must be send to: **Homes For Our Troops, Attn: Fundraising, 6 Main Street, Taunton, MA 02780**
- Cannot claim to be a representative of HFOT
- Cannot use the HFOT Tax ID number to avoid sales or other taxes
- Cannot provide receipts or promise tax deductions for event sponsorships or fees
- Cannot use the HFOT Proud Supporter logo without written permission from HFOT

*HFOT is not responsible for any financial loss and may withdraw support of the independent fundraising event cancelling this agreement at any time should any activity be discovered that undermines the HFOT charity, the members of our military and people of all abilities. This includes the approved use of any HFOT logo.*

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**I have read, understand, and agree to the above terms and conditions.** (I agree that my electronic signature is the legal equivalent of my manual/handwritten signature on this document.)

Date Submitted:

Signature:

**For use by HFOT:** Date approved: \_\_\_\_\_ Approved by: \_\_\_\_\_