



Dear Friend:

We are honored that you are considering Gift of Life Family House as the beneficiary of your upcoming fundraising event! The Family House is nothing without our dedicated supporters.

Because of the kind support of people like you – we are able to provide the much needed resource of the Family House. Having a loved one in the hospital is hard enough, being away from home can make it even harder. Gift of Life Family House offers a “home away from home” for the families of transplant patients receiving medical treatment at one of the eight Philadelphia area transplant centers. In addition to providing lodging, meals and other supportive services, Family House strives to provide comfort, hope, support and love. Guests of Family House enjoy quiet private rooms and inviting communal kitchens and living areas.

Before you begin planning your event, please review the enclosed Third Party Event agreement. By providing us with the necessary information, we can better assist you in planning for a successful event. The agreement must be completed and approved prior to any fundraising on behalf of Gift of Life Family House. All signed agreements may be faxed to us at 215-557-9360 or mailed to:

Gift of Life Family House
Attn: Sara Cohen
401 Callowhill Street
Philadelphia, PA 19123

Upon receipt of your signed agreement, if requested, we will provide you with marketing materials. After your event, we ask that you complete the post-event report and mail it to Gift of Life Family House, along with any and all contributions, so that we can also acknowledge those who supported your efforts. Thank you letters will be distributed to all individuals and companies that support your event.

Sincerely,

Sara Cohen
Development Coordinator

The official registration and financial information of Transplant House (d/b/a Gift of Life Family House) may be obtained from PA Dept of State by calling toll free 1-(800) 732-0999. Registration does not imply endorsement.

www.GiftofLifeFamilyHouse.org

Gift of Life Family House 401 Callowhill Street Philadelphia, PA 19123



Fundraising Information

Sponsoring Organization Information

Contact Information

Organization (if applicable)	
Contact Person*	
Address (contact person)*	
State*	
Zip*	
Cell Phone*	
Home Phone*	
Work Phone*	
E-Mail Address*	

* required

Special Event Information

Description of Event	
Location of Event	Date/Time of Event
Fundraising Goal from Event (if applicable) Gross: _____ Net: _____	
Will this be a recurring event?	

Additional Information

How will the event be promoted?
Please indicate any sponsor vendors who are contributing product, offering a discount or making financial contributions:
Will the event involve the serving or association with alcoholic beverages? Yes _____ No _____
Will Gift of Life Family House logo be used in conjunction with other logos, trademarks, etc.? Yes _____ No _____
Have you or your organization ever sponsored an event for Gift of Life Family House? Yes _____ No _____ If so, please indicate when and where.

TERMS

Sponsoring Group’s Agreement

PROMOTION

- The event will be promoted and conducted in a manner to avoid statement or appearance of Gift of Life endorsing any product, firm, organization, individual or service.
- All “Third Party Event” organizers should establish a timetable and action plan prior to the event. A Gift of Life Family House staff member can assist in the development of the event.
- The official logo of Gift of Life Family House may not be used without the prior written approval of the Director or her designee as it relates to the specific use. This relates to written and electronic materials. If a particular use is approved, the logo may not be altered in typeface, color, configuration and/or position and the logo must adhere to established graphic standards.
- Promotional materials and/or advertisements cannot be purchased with Gift of Life Family House funds. Any such advertisement should be the result of underwriting or sponsorship related to the event.
- Gift of Life Family House cannot provide a mailing list for the promotion of a third party event nor will Gift of Life Family House solicit funds, services or raffle items for the event.

LIABILITY

- Gift of Life Family House is not financially liable for the promotion and/or staging of a “Third Party Event” or any liability relating to the event itself. The undersigned agrees to assume all such liability and to adhere to all applicable laws in the conduct of the event.
- “Third Party Event” organizers will have participants complete a waiver for release from liability if requested by Gift of Life Family House.
- “Third Party Event” organizers will provide insurance certificates, if required.

REVENUE GENERATION

- All promotional materials must clearly state the percentage of proceeds and/or the portion of the ticket price that will benefit Gift of Life Family House.
- Gift of Life Family House cannot endorse any events that are for the benefit of a specific individual.

RECORDS

- Gift of Life Family House should receive a list of targeted sponsors for the event, before they are approached, to minimize the overlap with other fundraising campaigns underway by the organization.
- Gift of Life Family House should receive a complete accounting of all funds collected and expenses related to the event. Gift of Life reserves the right to inspect all event financial records.
- Gift of Life Family House will receive a list of all tangible non-cash contributions or in kind contributions to the event. Organizers may request assistance from a staff member prior to event in advance. All payments for an event that will benefit Gift of Life Family House should be made payable to Gift of Life Family House.

TAX ISSUES

Gift of Life Family House is exempt from federal taxation and has been approved by the IRS as a charitable organization as defined by the Internal Revenue Code Section 501 (c)(3). The official registration and financial information of Transplant House (d/b/a Gift of Life Family House) may be obtained from PA Dept of State by calling toll free- 1-(800) 732-0999. Registration does not imply endorsement.

THE ABOVE GUIDELINES HAVE BEEN READ AND AGREED TO BY:

Sponsor Signature: _____ Title: _____ Date: _____

Gift of Life Family House Rep Signature: _____ Title: _____

Date: _____

Please complete and return this contract to:

GIFT OF LIFE FAMILY HOUSE
 Attn: Sara Cohen
 401 CALLOWHILL STREET, PHILADELPHIA, PA 19123.
 PHONE: 1-855-6-FAMILY FAX: (267)546-9802

Fundraising Event Follow-up Report

PLEASE SEND COMPLETED FORM WITH THE PROCEEDS OF YOUR EVENT

Contact Information

Organization	
Contact Person	
Address (contact person)	
State	
Zip	
Cell Phone	
Home Phone	
Work Phone	
E-Mail Address	

Event Information

Event Name	
Event Date	
Net Income	

Donations

Please list any businesses that provided cash or donated items so we may properly thank them. Use the back of this form if necessary.

Business Name	Contact	Address	Item or \$ Donated

Thank you for supporting Gift of Life Family House!