



WILMINGTON AREA REBUILDING MINISTRY

5058 WRIGHTSVILLE AVENUE - WILMINGTON, NC - 28403

910.399.7563 - WWW.WARMNC.ORG - INFO@WARMNC.ORG

GENERAL CONTRACTING LICENSE #78118

Third Party Fundraising Event Policy

Thank you for your interest in hosting a fundraiser to benefit Wilmington Area Rebuilding Ministry (WARM). WARM is grateful for the support of individuals and organizations throughout our community. Without your support, we would not be able to continue providing free home repairs and upgrades to low-income homeowners in our communities. We greatly appreciate your efforts to help us continue our mission.

This policy was adopted by the WARM Board of Directors to ensure good stewardship of all WARM resources, protect the reputation and integrity of the organization, and clarify expectations of both parties.

Mission

WARM organizes volunteers and raises funds to complete safety-related urgent home repairs and accessibility upgrades for low-income homeowners in Brunswick, New Hanover, and Pender Counties. By preventing home accidents and illnesses, WARM helps people age in place safely-preserving their dignity and independence. Unless other arrangements are made in advance, all event proceeds will be used to further WARM's mission and will be allocated at the sole discretion of WARM's leadership.

About Third Party Fundraisers

Third Party Fundraisers are revenue generating events or activities that are implemented with limited or no assistance from WARM. WARM may be the full or partial beneficiary of such an event/activity. By empowering businesses, individuals, community groups, companies, and schools to host Third Party Fundraisers, WARM can increase the number of donors and serve more homeowners every year. By partnering with WARM, your company will be associated with a worthy cause and gain goodwill among our supporters.

Requirements

1. Prior to conducting a fundraising event for WARM, please complete the Third Party Fundraising Event Agreement form and submit for review.
2. WARM reserves the right to decline any proposal where company values or fundraising methods do not complement WARM's mission.
3. The Third Party is responsible for all event expenses, including but not limited to: food, beverages, advertising/promotion and supplies. WARM will not be responsible for any expense or debt incurred.
4. The Third Party agrees to secure all required permits, approvals, and insurance. WARM holds no liability for Third Party events. If Third Party requests WARM to secure an ABC permit, it will be at the discretion of WARM to move forward with the request.
5. The event/activity must be presented as your organization's event for the benefit of WARM. For example: Wilmington Bike Company's Race for Ramps, benefitting WARM.

6. The Third Party agrees to clearly state on promotional materials the percentage or share of proceeds that will benefit WARM.
7. The Third Party agrees to create and maintain guest list or marketing list. WARM does not share its list of donors or supporters.
8. Donations from attendees may be tax deductible if no goods or services are received in exchange. To receive a tax acknowledgement letter from WARM, donor contact information is needed.
9. Proposals will be declined if any of the following are included:
 - Telemarketing
 - Door-to-door solicitations
 - Internet voting contests that require nonprofits to compete with one another
 - Donors enter personal information to be used as sales leads
 - WARM to sell third party products to make a commission or portion of the proceeds
 - Guests are required to present a flyer or other promotional material at the event/activity in order to support WARM. (For example, 10% of purchase goes to WARM only if guest brings a flyer to Marky's Restaurant on the day of the event.) However, coupons or flyers may be used for ongoing promotions.
10. Event proceeds should be submitted to WARM no more than 30 days after the event.

WARM agrees to:

- Provide official logo for use on marketing and promotional materials
- Promote event on WARM social media channels and website
- Provide WARM printed materials such as brochures and flyers at the event
- Attend the event based on staff and board member availability
- Recognize Third Party event on WARM website

Please also note that WARM cannot:

- Provide our mailing list/database to a third party
- Pay for supplies or costs associated with the event
- Solicit sponsors on your behalf

Third Party/Event Organizer agrees to:

- Protect brand, logo, and reputation of WARM
- Be responsible for all event/fundraiser expenses
- Secure all necessary approvals, permits, and insurance policies
- Submit proceeds no more than 30 days after event date
- Collect name, amount of donation, and address or email address for any donor who requests a tax acknowledgement letter and did not receive goods or services in exchange for the donation



Third Party Fundraising Event Agreement

Please complete the information below and submit before beginning any promotion or fundraising event that includes WARM.

CONTACT INFORMATION

Name of Business or Organization: _____

Primary Contact Name: _____

Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Why did you choose to fundraise for WARM? _____

EVENT PROPOSAL

Proposed Date/Time & Location: _____

Name and Description of event/activity: _____

Fundraising goal (after expenses): \$ _____

Any Other Details: _____

I have read and agree to WARM's Third Party Fundraising Policy.

By: _____ Date: _____

WARM Agreement: _____ Date: _____

Return completed form to (mail or email):

Wilmington Area Rebuilding Ministry
5058 Wrightsville Avenue
Wilmington, NC 28403
events@warmnc.org