



Third Party Fundraising Event Application

The mission of Habitat for Humanity of Northern Virginia is to provide safe, decent and affordable housing for low income families in Northern Virginia.

In order to allocate appropriate time for established affiliate fund raising activities, Habitat for Humanity of Northern Virginia has limited its scope of events that are lead by staff members to include:

- Annual Benefit Breakfast
- 5 de Mayo Celebration at ReStore & other ReStore events
- Spring Dinner/Silent Auction
- Community Marketing Events (i.e. Celebrate Fairfax, Festivals, etc.)

Other events are welcomed with proper management and brand awareness of Habitat for Humanity of Northern Virginia's name. Habitat for Humanity of Northern Virginia staff will not be allocated, in general, to work on anything but those activities contained in Habitat for Humanity of Northern Virginia previously approved annual special event/fundraising activities.

Applications for affiliation with Habitat for Humanity of Northern Virginia through a fund raising/awareness event will be considered through the following information:

Name, address & phone number of person organizing event: _____

Names of volunteer committee members or others who are involved in the management of the event: _____

Name of event/nature of event (describe): _____

If applicable, what is the anticipated income (revenue) through this event?

How will the money be raised (i.e. ticket sales)? _____

Do you plan to approach any companies about sponsoring this event? If yes, list company name(s): _____

What is the amount of projected expenses? (List items that money will be spent on for the event) _____

What percentage of the gross income will Habitat for Humanity of Northern Virginia receive? (Please attach your budget, if available)

Who is your target audience? How will the event be promoted in the community?

Additional information you'd like us to know about your proposed event: _____

Please sign below:

Applicant Name

Date

Habitat Approval

Date

Please mail or fax completed form to:

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