



**Harbor House**  
—of Central Florida—



## THIRD PARTY TOOL-KIT

FOR INQUIRIES, PLEASE CONTACT:  
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# THIRD PARTY TOOL-KIT

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## What is a third party event?

A third party event is a fundraiser which community members organize to raise funds on behalf of a cause or charity. These events are not hosted by or paid for by the beneficiary, but the proceeds generated support the mission of the selected charity.

## Who can host an event?

Individuals and organizations can host an independent fundraising event to support HHCF. These can be grateful survivors and families, civic organizations, churches, schools, businesses, government agencies... anyone in the community can hold an event to support us!

## What can HHCF do?

- Provide consultation
- Provide a letter of authorization to validate the authenticity
- Provide and approve use of our logo and its likeness
- Coordinate check presentations
- Have Staff/Volunteers present at the event
- Provide HHCF promotional material

# THIRD PARTY EVENT

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## frequently asked questions



## Will HHCF promote my event?

Harbor House of Central Florida can post promotions on social media platforms (Instagram, Facebook, Twitter). We will also place all approved events on the Harbor House Event calendar.

## What can HHCF NOT do?

- Give our sales tax exemption number
- Assume liability or insurance coverage
- Provide donors and/or vendors
- Fund your event



## EMPOWER

### OUR APPROACH

Harbor House works to prevent and eliminate domestic abuse in Orange County by providing critical life-saving services to survivors, implementing and advancing best practices, and educating and engaging the community in a united front.

**With your support, we are able to empower survivors through these programs:**



120-bed Emergency shelter for women, men, and children to take refuge. Includes a children's center and pet kennel.



Legal Advocacy program supports survivors through the judicial process with assistance and referrals



24-hour crisis hotline provides a soothing voice of hope and a wealth of resources



Outreach program provides counseling, safety planning and community-based housing



Prevention team focuses on youth education centered around healthy relationships, bullying and safe bystander intervention.



## THE NEED



# \$0.87

of every dollar goes **DIRECTLY** to serving survivors

### 1 IN 3 WOMEN & 1 IN 4 MEN

have experienced domestic violence in their lifetime  
*(NCADV)*

## 4,818

Clients assisted via Outreach



## 27,675

Bed-nights in shelter last year



## \$125

Cost for 24 hours of the crisis hotline



## \$65

Cost to house 1 person for a night



## \$27

Cost for 1 survivor's safety plan



*Data from 2016-2017 Fiscal Year*

**EVERY dollar raised counts.**

Thank you for considering Harbor House of Central Florida for your upcoming event.



You can support Harbor House through third party events.  
Here are some event ideas!

## FUN IN THE NEIGHBORHOOD

- Get-Together's with a donated entry fee: block party, cookouts
- Challenges: Challenge others to a collection competition
- Donation Drives: Collect items from our needs list (*see last page*)
- Happy Hour: Have your local bar hold a happy hour benefit

## FUNDRAISE AT THE OFFICE

- Parking Space Auction
- Perk raffle: Allow employees to buy raffle tickets to win a perk (extra day off, early release, etc.)
- Dress-down day: Pay \$ to wear jeans to the office
- Coin Drive: Set up coin jars in your office and compete with others

## BUSINESS & BENEFIT

- Host a percentage of sales (partial proceeds?) donation day
- Silent auction items
- Business card raffle: \$1 to enter a prize raffle
- Donation matching

**Want more info? Already planning an event?**  
Let's talk about it: [TPouerie@HarborHouseFL.com](mailto:TPouerie@HarborHouseFL.com)

# THIRD PARTY EVENT

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## timeline

### Before the Event

- Decide event type
- Choose location and date
- Submit 3rd Party Agreement
- Create budget & schedule
- Make tickets & invites
- Organize promotions
- Ask for Harbor House staff/volunteers to be present

### Day of the Event

- Set-up event
- Take donations and ticket sales
- Have change for guests
- Take pictures of the event
- Thank everyone for attending

### After the Event

- Pay outstanding expenses
- Gather donations and sales
- Send Harbor House event photos
- Present event proceeds to Harbor House

*All approved Third-Party events are eligible to be shared on HHCF media*