



## HOSTING AN EVENT TO BENEFIT HOUSTON HABITAT FREQUENTLY ASKED QUESTIONS

Thank you for your interest in hosting a fundraising event to benefit Houston Habitat for Humanity! Your efforts will give a hand-up to hard-working, low-income families as they strive to obtain decent, affordable homes.

### **What if my group wants to have a fundraiser and donate the money to Houston Habitat?**

Your interest in hosting an event to benefit Houston Habitat for Humanity is appreciated! Your fundraiser will help to continue Houston Habitat's work and raise awareness of the organization and its mission in your local community.

### **Will Houston Habitat staff be able to help organize my event?**

Staff is able to answer questions and guide you to having a wonderful event. Unfortunately, staff support is limited based on our resources.

### **Can Houston Habitat assist in covering any costs associated with my event?**

No, unfortunately, Houston Habitat for Humanity does not have the resources to help with the costs associated with your event. The event organizers must cover all costs associated with their events.

### **Will a Houston Habitat representative attend the event?**

If requested, it is possible to arrange attendance by a representative from Houston Habitat.

### **Can Houston Habitat provide materials such as brochures and donation forms for my event?**

Yes, Houston Habitat can provide some materials that communicate our mission and operations.

### **Can I use the Houston Habitat logo in any promotion for my event?**

Yes, with prior written approval from Houston Habitat. As outlined in the Third Party Fundraising Agreement, all material referencing Houston Habitat for Humanity must be approved by appropriate Houston Habitat staff and comply with our guidelines.

### **Can I provide tax receipts or an acknowledgement letter from Houston Habitat?**

IRS regulations do not allow receipts to be given by anyone but the Houston Habitat for Humanity staff. Donations made directly to Houston Habitat will be receipted and acknowledged by Houston Habitat for Humanity. We will also provide an acknowledgement/receipt for the event coordinator.

### **If my participants donate directly to Houston Habitat, can staff provide me with their names and amounts donated?**

No. Houston Habitat for Humanity does not share or sell the personal information of donors.

### **Can I use Houston Habitat's tax exempt-status when purchasing materials for the event?**

No. Third-party event organizers cannot use Houston Habitat for Humanity's tax exemption status in conjunction with the event. However, Houston Habitat staff can provide a verification letter confirming the organizer's intent to raise funds for Houston Habitat for Humanity.

### **What if I want to collect donations to Houston Habitat in lieu of gifts for a special occasion or in memory or honor of a loved one?**

Please ask donors to make donations directly to Houston Habitat for Humanity (online is best) and include relevant details for the tribute or memorial. Checks must be made payable to Houston Habitat for Humanity and sent to our office, 3750 N. McCarty, Houston, TX 77029.