

**The Province of Saint Joseph of the Capuchin Order**  
**Third Party Events**

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*Dear Friends,*

Thank you for coordinating a **third party event** for the Province of Saint Joseph of the Capuchin Order! Third-party events bring in contributions that are critical to helping us attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.

A third party fundraising event or activity is one that is created and hosted by independent organizations, groups, businesses and individuals to benefit the Province of Saint Joseph’s mission. Events like yours not only help spread awareness about the Province of Saint Joseph, but it also supports those who are in need of assistance.

We are happy to support your event after we review and approve your event. Below are a few things that we can and cannot help with to make your event a success.

<i>How we can help:</i>	<i>What we cannot help with:</i>
◆ Provide our logo after your event is approved.	◆ Provide donor, client, vendor, volunteer, or staff mailing lists or other contact information.
◆ Add your event's details to the home page and event page of the ministry's website.	◆ Guarantee event attendance by anyone.
◆ Add your event to the event page on our Capuchin Franciscan Province of St. Joseph website.	◆ Provide third-party fundraising event or activity sponsorship, funding, or reimbursement of associated expenses.
◆ Promote your event via social media postings.	◆ Be held responsible or liable for any and all claims that may arise as a result of a third-party fundraising event or activity.
◆ Provide a letter of authorization and validation for the fundraising event or activity sponsor.	

***Donations***

A donation solicited on the Province of Saint Joseph’s behalf, whether the donation is monetary or in-kind, can be acknowledged by the Province of Saint Joseph’s as tax-deductible only when it is made directly and entirely to the Province of Saint Joseph. The Province of Saint Joseph cannot be held responsible or liable for any and all claims that may arise as a result of a third-party fundraising event or activity.

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**Tips for planning an event:**

- Step one:** Complete the Province of Saint Joseph third party event form before you do any planning or outreach. You will need to sign an event agreement before planning begins.
- Step two:** Determine your event type. Who is your audience? Think about what type of event will excite and encourage them to attend and contribute.
- Step three:** Prepare a realistic budget for revenue and expenses.
- Step four:** Create a timeline.
- Step five:** Confirm Venue and Date
- Step Six:** Set Fundraising Efforts and Goals
- Step Seven:** Plan Publicity and Marketing Efforts
- Step Eight:** Recruit Volunteers
- Step Nine:** Create Day-of Checklist
- Step Ten:** Schedule an Event Wrap Up Meeting

**Third Party Event Ideas:**

- Auction
- Arts and Crafts Sales/Show
- Battle of the Bands
- Benefit Dinner
- BBQ
- Book Sale
- Bowling Tournament
- Car Wash
- Carnival/Festival
- Cocktails for a Cure
- Concert/Play
- Concession Stand
- Craft Sale
- Dinner Party
- Donations in Lieu of Gifts
- Face Painting
- Fashion Show
- Flower Sale
- Garage Sale
- Golf Tournament
- Grand Opening
- Kickball/Softball Tournament
- Pet Wash
- Pledged Events
- Photo Outing
- Poker Tournament
- Proceeds from Sales
- Raffle
- Run/Walk/Ride
- Scavenger Hunt
- Sporting Events
- Tailgate Party
- Ticketed Event
- Traditional Gala Event
- Wine Tasting
- Work Event



*For more information contact Erica Sanders, Special Events Manager at*

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