

## Community Event Guidelines

Midwest Shelter for Homeless Veterans is proud to have many supporters who conduct community events and donate the proceeds to further our mission of helping homeless and at-risk veterans. These events are an integral part of our annual operations and we are very grateful for the ongoing support. If you are considering becoming a supporter through a community event, the following are the guidelines to consider prior to planning your event.

1. If this is the first year of your event, you must complete the Community Event Application found on the MSHV website and submit it to the Director of Development at least 5 weeks prior to the event to apply for approval of your event idea.
2. Midwest Shelter for Homeless Veterans is unable to send representatives to any first year events. Availability for a representative to attend your event is based on the representative's schedule at the time of your event.
3. Although we provide MSHV materials featuring the MSHV logo upon registration, you may not create your own materials using MSHV trademarks. We are unable to send electronic copies of our logo to you.
4. Your community event may not contain Midwest Shelter for Homeless Veterans or MSHV in the title. You should create an event name that is unique to your event.
5. Midwest Shelter for Homeless Veterans does not provide insurance coverage for third party events.
6. Midwest Shelter for Homeless Veterans is unable to draft individualized press releases for third party events.
7. Midwest Shelter for Homeless Veterans cannot solicit sponsorship on behalf of your events nor can we reach out to our corporate sponsors on behalf of your event.
8. Midwest Shelter for Homeless Veterans is not financially responsible for the third party event. MSHV is not able to provide funding, pay expenses, or cut a check back to the event organizer as reimbursement for expenses paid.
9. Midwest Shelter for Homeless Veterans will not consider fundraisers that involve agreements with any organization or individual to raise funds on a commission, bonus, or percentage of funds raised.
10. Midwest Shelter for Homeless Veterans cannot issue tax receipts for the value of an individual's time, goods, or services donated to your event, as these items are not tax deductible under federal law and therefore are not eligible for a tax receipt. We can only acknowledge checks/donations made to Midwest Shelter for Homeless Veterans directly.



### Community Event Application

Thank you for your interest in helping the Midwest Shelter for Homeless Veterans meet our mission of providing veterans and their families with housing and supportive services that lead to self-sufficiency. Please complete the following application with information about your fundraiser.

Date of Application: \_\_\_\_\_

Name of Organization, Group or Individual: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you an:  Employee group, Name of Company: \_\_\_\_\_

Specific Group, if Applicable: \_\_\_\_\_

Association/organization/club, Name: \_\_\_\_\_

School, Name: \_\_\_\_\_

Other, Please specify: \_\_\_\_\_

Name of event: \_\_\_\_\_ Date of event: \_\_\_\_\_ Time of event: \_\_\_\_\_

Please tell us about the proposed event or promotion:

In what ways will money/in-kind goods be generated?

What businesses, individuals or foundations will be approached for underwriting, sponsorship, in-kind giving, or other contributions to help the event?

How will the event be promoted?

Special Notes:

- Please submit copies of promotional materials prior to distribution.
- MSHV will receipt only those donations made payable directly to MSHV. We cannot receipt individual donors if the contribution comes from a sponsoring organization.
- All checks should be made payable to Midwest Shelter for Homeless Veterans or MSHV.

Printed Name of Organizer: \_\_\_\_\_

Organizer Signature: \_\_\_\_\_ Date of Request: \_\_\_\_\_

**PLEASE FAX OR MAIL APPLICATION TO THE DIRECTOR OF DEVELOPMENT FOR REVIEW.**

**Applications must be submitted at least 5 weeks prior to the scheduled event to:**

Yvonne MacDonald-Hames, LCSW  
Director of Development  
[Yvonne@mshv.org](mailto:Yvonne@mshv.org)  
FAX: 630-653-6748 / PH: 630-871-8387, ext. 619  
Midwest Shelter for Homeless Veterans  
433 S. Carlton Avenue  
Wheaton, IL 60187

Printed Name of MSHV Director: \_\_\_\_\_

MSHV Director Signature: \_\_\_\_\_ Date of Approval: \_\_\_\_\_