



Third Party Fundraising Event Information & Application

Thank You!

Thank you for your interest in conducting a fundraising event to benefit Light of Life Rescue Mission! It is because of generous individuals like yourself that we can continue the work that we do for the poor, addicted, abused, and needy in Pittsburgh. Hosting a fundraising event helps to increase awareness for Light of Life's mission and allows us to continue being a positive leader in the community.

This document outlines the information and policies that we have in place for third party events. Again, we are grateful for your willingness to help the homeless of Pittsburgh.

What is a Third Party Event?

A Third-Party Event is an event created and executed by volunteers, like you! Although we are not able to manage or promote your event for you, we are still happy to offer guidance, support, and advice throughout your planning process. Please read through this document as it should answer most of your questions about conducting a third-party event.

If you have questions or would like to speak with someone, please contact our **Events Coordinator, Amy Metz**, at ametz@lightoflife.org or **412-258-6111**.

Here are just a few examples of Third-Party Events:

- Dinners
- Golf outings
- Sports tournaments
- Yard or clothing sales
- Concerts
- Auctions
- Bake Sales
- Endurance Events (5K, Walk, etc.)

Overview

This packet includes:

About Us.....3

- This section provides information that you can use when promoting Light of Life.

Third-Party Event Policy.....5

- This section outlines our policies and procedures for third-party events. Please read this section carefully before submitting an event proposal.

Third-Party Event Proposal Form.....7

- This form must be submitted to and approved by Light of Life before proceeding with your event.

Donor Receipt Form.....8

- This form must be submitted within 14 days after the event if, for tax purposes, donors request acknowledgement letters and donation receipts.

Third-Party Event Summary Form.....10



This form, along with the event's net proceeds, must be submitted to Light of Life within 14 days after the event.

This document is not intended for use by corporate donors.

If your business is interested in partnering with Light of Life, please contact our **Major Gifts Coordinator** at **412-258-6154** or by e-mail at **cmckerley@lightoflife.org**.

About Us

Our Mission

As a ministry of Jesus Christ, Light of Life will provide a home for the homeless and food for the hungry, and will build disciples for the Kingdom of God among the poor, addicted, abused and needy.

History

Founded in 1952 on the North Side, the Mission was known as Harbor of Hope Rescue Mission. In 1957, it was named Light of Life Rescue Mission. Our Christian recovery programs offer a continuum of care from the first point of contact through street outreach, to programming and resources for graduates of our men and women's programs. Last year, we provided over 260,000 meals and 10,000+ shelter stays for those in need.

Meal Ministry

Light of Life provides over 260,000 meals to men, women and children each year, seven days a week, all year long. Chapel services coincide with morning and evening meals for those who hunger for more than a meal. No one is denied services based on race, creed, gender, sexual orientation, religious views, age, or national origin.



Men's Program

Light of Life welcomes men who are homeless due to addiction, poverty, mental health issues or any combination of these. Through healthy relationships, men in our program experience community and receive the hope of Christ.

- **Outreach**

An important resource for our community, our team visits homeless camps across the North Side to pray for, check on, and build relationships with our neighbors in need.

- **Emergency Shelter**

Men who are homeless receive a safe place to sleep, morning and evening meals, bathing facilities, clean clothing, and the opportunity for case management every night of the year.

- **Life Recovery Program**

Men work on healing from past hurts to develop a strong foundation for recovery before finding a job and independent housing. Clients receive professional support such as computer training, resume building, and mock interviews.

- **Housing and Employment**

In this short-term program, men receive support to secure employment and affordable housing.

- **Mental Health Program**

Men in this program are homeless primarily due to a mental illness. They participate in the same activities and have the same responsibilities as men in the Life Recovery Program but may remain in the program for up to 3-5 years.

- **Alumni & Aftercare**

Program alumni have opportunities to reconnect with staff and current clients and receive aftercare resources to help support them in recovery and rehabilitation.



Women & Children's Program

Light of Life embraces single mothers and their children whose lives have been deeply impacted by homelessness, addiction and abuse. By building a foundation of family and sisterhood, women in our program grow in recovery, community, and faith.

- **Outreach**

Homeless women and children can come to our safe outreach location to receive case management, take classes, and share a meal with other women.

- **Recovery**

Women receive 20 hours/week of counseling, education, and training while engaging in life skills, addiction recovery, Bible study, and computer labs to prepare them for independent living.

- **Sister's Recovery House**

While in the program, women can live in community and recovery in our 10-bedroom apartment building. Women attend a weekly house meeting, volunteer at the Mission, and take turns planning family nights.

- **Scattered Site Housing**

Single mothers are provided with off-site apartments to keep their families together during the 18-24 month program.

- **Alumni & Aftercare**

Light of Life hosts retreats for current program clients as well as alumni and offers internships and mentoring opportunities to help foster a sense of community in the program and beyond.



Third Party Events Policy

How can Light of Life help?

- Offer advice and event planning expertise
- Provide guidance in creating promotional materials
- Provide the ability to use the Light of Life logo on approved materials
- Provide a letter validating your fundraising efforts
- Encourage our staff to attend your event
- Provide tax receipts and letters to donors



Please note that Light of Life is unable to provide the fol-

- Donor emails or mailing addresses
- Solicitation of businesses or vendors for financial support
- Applications for permits, licenses, first aid/security or appropriate insurances that may be required (this is the responsibility of the organizer)
- Support for any events that involve the promotion or support of a political party or candidate, or those that appear to endorse a political activity
- Guarantee that staff will attend
- Provide funding or reimbursement for any of the third-party event expenses.

Organizer Responsibilities:

The first step is to complete and submit the Third-Party Event Proposal (found in this packet) at least 60 days prior to the event to Amy Mets via ametz@lightoflife.org.

Please note that the organizer must ensure that the event adheres to all applicable local, state and federal laws and must obtain all necessary permits/licenses necessary for hosting the event. The organizer is responsible for ensuring the safety of the event, including organizing appropriate liability insurance and providing first aid and security services, if required.

The organizer must provide Light of Life with a list of targeted sponsors for the event before they are approached. Please remember that many individuals and businesses already support Light of Life and may not wish to make additional donations.

Using Light of Life's logo & name:

The Light of Life logo cannot be used without permission and cannot be altered in any way. If you want to include our logo on any items, please discuss this with us to ensure that all graphic guidelines are followed.

The third-party event should name Light of Life as the beneficiary of this event, not the owner. For example, you may say "Concert in the Park: Benefiting Light of Life Rescue Mission," but not "Light of Life Rescue Mission's Concert in the Park."



Collecting and Sending Funds:

As the organizer, you are responsible for ensuring appropriate financial management of your fundraising event.

To protect your donors, checks should **not** be deposited into a personal checking account, as this could jeopardize the donor's tax deductibility.

If any donors would like to receive a donation acknowledgement letter for tax deduction purposes, please complete the Donor Receipt Form that can be found on page 8.

Within 14 days of the conclusion of your event, please:

1. Complete and send the Event Summary Form found on page 10.
2. Complete and send the Donor Receipt Form found on page 8.
3. Deliver or mail all net proceeds to Light of Life, making all checks payable to Light of Life.

You may collect funds in the form of cash or check. Anyone wishing to make a credit card donation can securely do so on our Website: www.lightoflife.org/give.

When collecting cash, you may choose to deliver the donation in person or request a check to better guard the safety of its arrival. All checks should be made payable to Light of Life Rescue Mission and sent to the below address:

Light of Life Rescue Mission
Attn: Amy Metz
913 Western Avenue
Pittsburgh, PA 15233

Light of Life will send the event organizer an acknowledgement letter once the funds have been received.

Please do not send cash donations.

Third Party Event Proposal

Event Organizer: _____ **Phone No.** _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Email: _____

We would love to hear your connection to Light of Life if applicable:

Name of Event: _____

Date of Event: _____ **Time of Event:** _____

Location of Event: _____

Brief description of fundraising activity including how funds will be raised: _____

Will you serve alcohol at your event? ☐ Yes ☐ No. If yes, please describe the case and what precautions you will take to guard against underage drinking and/or drinking and driving. Light of Life event staff reserve the right to approve/deny events serving alcohol on a case-by-case basis.

How will the event be promoted? _____

Estimated # of attendees: _____ **Estimated net proceeds:** \$ _____

Please sign and date below:

I, _____, acknowledge receipt of the Light of Life Third-Party Event Policy form and agree to comply while planning and executing my event. I agree to act in a professional manner in conducting the fundraising activity and uphold the integrity and values of the organization. I understand that Light of Life can terminate support for the event if I appear as failing to meet the responsibilities outline in the Third-Party Event Policy form.

I agree to release Light of Life to the fullest extent permissible under law for all claims and demands of any kind associated with the event, and indemnify Light of Life for all liability or costs that may arise in respect to any damage, loss or injury occurring to any person in any way associated with the event.

I also accept my obligation to remit the funds raised to Light of Life within 14 days of the event's conclusion.

Signature: _____ **Date:** _____

Please send this completed form for approval to:

Light of Life Rescue Mission

Attn: Amy Metz

913 Western Avenue

Pittsburgh, PA 15233

Donor Receipt Form (For Cash Donations)

Name of Event: _____
Event Organizer (full name): _____
Phone Number: _____ **Email:** _____

Acknowledgement letters that may be used for tax deduction purposes will be sent to the name and address that appears on any check made payable to Light of Life Rescue Mission. If an individual donates cash to your event and would like an acknowledgment letter, please document their cash donation on this form. Information should be accurate, complete and legible.

PLEASE NOTE: Tax-deductible receipts cannot be issued if goods or services are received in return for a donation (including the purchase of auction items and raffle tickets, for example).

Full Name	Address	Phone	Email	Donation Amount

Total Cash Amount: _____

Event Summary Form

Name of Event: _____ Date of Event: _____

Event Organizer (full name): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Total (gross) income generated by fundraiser: \$ _____

Minus total expenses (as shown below): (\$ _____)

Total net proceeds (enclosed in this form): \$ _____

Date	Expense/Description	\$ Amount

Total Expenses: _____

Please include:

- ☐ Funds collected **(please do not send cash by mail)**. Please make payments out to: Light of Life Rescue Mission.
- ☐ Donor Receipt Form

Please send or hand deliver completed form and net proceeds to:

Light of Life Rescue Mission

Attn: Amy Metz

913 Western Avenue

Pittsburgh, PA 15233

Phone: 412-258-6111 | ametz@lightoflife.org

Thank you for supporting Life of Life Rescue Mission!