

Fundraising Event Guide

Thank you for hosting a fundraising event to benefit Pathways to Housing PA! We're beyond grateful for your support and hope that the following information will contribute to your success. Fundraisers of all sizes fuel the wrap around care we provide to our participants and enable us to continue to utilize our evidenced based Housing First model to help more people.

We are fortunate to receive regular inquiries from individuals and groups that want to support Pathways. Please review the following guidelines to ensure that your event fulfills the goals and objectives of our organization.

Basic guidelines

- The planning of a third party fundraiser is the responsibility of the hosting person or organization; Pathways will not advance funds, provide contact lists, solicit sponsorship revenue, provide staff support, or produce materials for the event.
- Our ability to provide services for your event is limited by staff size and internal fundraising obligations.
- Pathway retains the right to decline support from individuals or organizations that do not align with our mission and values.
- Use of the Pathways logo MUST be approved before printing and/or publication.
- Any party who organizes a fundraising event on behalf of Pathways is solely responsible for obtaining any necessary permits, clearances, and liability insurance that is required by the state or government. Pathways cannot be held responsible for any details directly or indirectly related to the event.
- Unfortunately, we do not allow fundraisers to take place at the Philadelphia Furniture Bank or at the Pathways to Housing PA office.

We state this information in advance so that there are no disappointments or misunderstandings with regard to our ability to participate in and support your fundraising event.

Steps to hosting a fundraiser

1. Please complete our [Fundraising Event Application](#) before you begin planning your fundraiser.
2. Once the completed form is received, a member of our advancement team will contact you to review the details of your event.
3. You will be notified by email if your event has been approved.
4. Once approval has been received, you can begin to plan the details of your event.
5. Our team will provide guidance and best practices wherever possible as time allows; please be sure to request information in advance.
6. If you plan to use the Pathways logo in any materials, you must secure approval for all uses of the logo prior to ordering or printing materials. Proofs should be sent to your contact in the advancement department at Pathways with as much lead time as possible.
7. Once your event has concluded, you will need to coordinate to get the funds and/or collected items to Pathways.
 - a. The easiest way to send event proceeds is by check or money order; both can be made out to Pathways to Housing PA.
 - b. Checks, money orders, and collection drive materials should be delivered to: Pathways to Housing PA, ATTN: Advancement Team, 5201 Old York Road, 4th Floor, Philadelphia PA, 19141.

Contact

Pathways to Housing PA
Advancement Department
development@pathwaystohousingpa.org
215-390-1500 x1020

Event planning tips

Event type

Deciding the type of event will depend on who your audience is, what resources you have available, and what you're capable of producing. Here are some examples:

- Bake sale
- Collection drive
- Concession stand
- Fitness challenge
- Golfing event
- Happy Hour
- Running event
- Restaurant night
- Dinner party

Goals

Once you have identified the type of fundraiser you want to have, it's time to map out your goals. How much money would you like raise? How many items will you collect? How many people will you reach through your event? Are there any benchmarks you must hit in order for the event to be successful – minimum number of tickets, number of sponsorships, etc.?

Logistics

What time of the year will you have your event? Where will your event be held? Does it coincide with other events happening in the same area or location? How much sill you need to budget? How long will it take to get the word out? What are the major milestones to be included in your timeline?

Responsibilities

Who will be responsible for planning the event? Will you need to recruit a team or can you handle everything? Larger events usually have planning committee where tasks are divided between each person, making the workload easier.

Thank you!

Your hard work will result in funds and items that are much needed to support our mission of empowering people with disabilities to improve housing stability, achieve better health, and reclaim their lives.