



## GETTING STARTED

Oilfield Helping Hands is extremely grateful for the efforts conducted on our behalf through Third Party Fundraising and for the generosity and support of all who wish to join our mission in helping oilfield families in financial crisis. By participating in Third Party Fundraising, you help us grow not only our monetary resources but also our geographic outreach.

### THIRD PARTY FUNDRAISING BASIC PROCESS FLOW

- a) To begin the Third-Party Fundraising process, the event/project organizer (“organizer”) must complete and sign the Third-Party Proposal Form and submit it to the OILFIELD HELPING HANDS Board of Directors. Forms are preferred at least six weeks prior to the event/project start date.
- b) Third-Party Proposal Forms are received by the Board of Directors for approval.
- c) Organizer submits for approval a draft of any promotional materials for the event/project. The drafts may be sent via email through attachments, screen shots or standard text.
- d) After the event, organizer mails all donations to:

**Oilfield Helping Hands, Inc**

Third Party Events: \_\_\_\_\_ event name \_\_\_\_\_

P.O. Box 720235

Houston, TX 77272

### LIMITATIONS

- a) Oilfield Helping Hands cannot endorse or sponsor Third-Party events or projects.
- b) Oilfield Helping Hands cannot release its mailing list or send mailings on behalf of Third-Party organizers.
- c) Third-Party Fundraising efforts may not result in any cost or expense to Oilfield Helping Hands, including the use of Oilfield Helping Hands facilities.

### LEGAL

- a) Oilfield Helping Hands reserves the right to approve any and all co-beneficiaries.
- b) Organizer is responsible for complying with Internal Revenue Service regulations governing charitable activities.
- c) Oilfield Helping Hands will not be held responsible for any act incurred by the organizer of an event including, but not restricted to, personal injury or death, damage to, theft of, or loss of personal, private or community property.
- d) Oilfield Helping Hands will not be held responsible for provision of trophies, monetary prizes or other gift items advertised by the organizer(s).



- e) Fundraisers involving raffles or other drawings for prizes are permitted as long as (1) the raffle is not advertised as benefiting Oilfield Helping Hands and (2) the entity is otherwise legally authorized to conduct raffles.

## DONATIONS

- a) Organizer should contact Oilfield Helping Hands and submit the net proceeds within four weeks after the event or project conclusion.
- b) Checks should be made payable to Oilfield Helping Hands with the Third-Party event/project name noted on the memo line.
- c) Mail all proceeds to:

**Oilfield Helping Hands, Inc**

Third Party Events: \_\_\_\_\_ event name \_\_\_\_\_

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## PROPOSAL FORM

Please complete this form to the best of your ability and return it to Oilfield Helping Hands via email to [info@oilfieldhelpinghands.org](mailto:info@oilfieldhelpinghands.org). A OILFIELD HELPING HANDS representative will contact you directly to confirm receipt of your proposal.

### Third Party Event

Name of fundraiser:

\_\_\_\_\_

Description:

\_\_\_\_\_

\_\_\_\_\_

This fundraiser is:     Open to the public             By invitation only

I plan to raise money through:     Auction     Product sales     Sponsorships     Ticket sales

Other: \_\_\_\_\_

All expenses will be paid by/from the:     event proceeds     event organizer     event sponsors

Oilfield Helping Hands  is the sole beneficiary /  is not the sole beneficiary.

If applicable, please list additional beneficiaries: \_\_\_\_\_

Anticipated Fundraising Summary\*:

Total funds raised:    \$ \_\_\_\_\_

Total expenses:    \$ \_\_\_\_\_

Donation to OILFIELD HELPING HANDS:    \$ \_\_\_\_\_



**PROMOTING the FUNDRAISER**

I will promote my event through:

- Facebook     Fliers     Group/Company website     Letter campaign     Newsletters
- Twitter     YouTube     Other: \_\_\_\_\_
- Event website: \_\_\_\_\_

I would like to use Oilfield Helping Hands’ name and/or logo on promotional materials and understand this is limited to stating Oilfield Helping Hands is the beneficiary [of the fundraiser].

- Yes     No

In using Oilfield Helping Hands’ name/logo, I agree to submit for approval a draft of all promotional materials prior to printing, publishing, or releasing them.     Yes     No

**CONTACT INFORMATION**

Group or company name: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Street address: \_\_\_\_\_ Apt/Unit: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Preferred phone (Cell / Home / Work): \_\_\_\_\_  
Email: \_\_\_\_\_

**I HAVE READ AND AGREE TO FOLLOW OILFIELD HELPING HANDS THIRD PARTY GUIDELINES.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_