A Guide to “Outside Fundraisers”

REDUCING HOMELESSNESS IS FUN AND SIMPLE!
By designating Union Station Homeless Services as the beneficiary of your fundraising event, you can be part of the solution!

WHAT IS AN “OUTSIDE FUNDRAISER?”
An “Outside Fundraiser” is an event that is created, organized and implemented by volunteers and supporters of Union Station. The organizer will be responsible for the event details - including but not limited to event costs, volunteer recruitment, event promotion, and event staffing.

To support your event, Union Station Homeless Services is happy to:

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<thead>
<tr>
<th>PROVIDE:</th>
<th>ATTEND:</th>
<th>PROMOTE:</th>
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<tbody>
<tr>
<td>brochures, fact sheets, logos (We respectfully require final approval of all materials promoting Union Station Homeless Services)</td>
<td>your event and talk about the organization, if time permits</td>
<td>on our newsletter, e-newsletter, website and e-blasts *if appropriate and time permitting</td>
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WHAT EVENTS HAVE WORKED?
The possibilities are endless!

This packet includes the following information:

- **Fact Sheet** which includes our mission, vision and program
- **Event proposal form**
  Return completed form 6 weeks before event (the earlier the better so we can help promote!)

By MAIL:
Development Department
Union Station Homeless Services
825 E. Orange Grove Blvd.
Pasadena, CA 91104

BY EMAIL:
giving@unionstationhs.org

LEMONADE STAND

SPORTING EVENT

CONCERT

Thank you for supporting the work and mission of Union Station Homeless Services.
“Outside Fundraisers” Application Form

CONTACT INFORMATION

Group Name: Contact Name:
Address:
City State: Zip Code
Phone Cell Phone: Fax
Web URL Email:

Type of Organization/Group: (Check one)
☐ Congregation ☐ Club/Association ☐ Private Corporation
☐ Non-profit ☐ School Group ☐ Individual or Family

EVENT INFORMATION

Event Name
Event Date(s) to (Please submit your application 6 weeks prior to event date)
Event Location: Start Time: to End Time:
Event Type Estimated Audience Size:
Fundraising Goal: $ Estimated % or amount to be donated to USHS: $

How the event will benefit USHS?

What materials/ assistance are you requesting from USHS?

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount Needed</th>
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<tbody>
<tr>
<td>☐ Annual Reports</td>
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<td>☐ Newsletters</td>
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<td>☐ Fact Sheets</td>
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<td>☐ Logo</td>
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<td>☐ USHS Representative</td>
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<td>☐ USHS Client Speaker</td>
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SIGNATURE

Signature: Date:
Name: Title: