



## Development & Marketing Department

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### Third Party Fundraising Policy

To: Prospective Third Party Event Coordinator  
From: Valley Youth House Development Department  
Re: Fundraising event to benefit Valley Youth House

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Thank you for your interest in planning an event to benefit Valley Youth House (VYH). Benefit events can take many forms from golf tournaments and fashion shows to sporting events and walk-a-thons.

We are fortunate to receive inquiries from individuals, families, companies, and organizations that would like to support Valley Youth House. Please review the following guidelines to ensure that your event fulfills the goals and objectives of our not-for-profit organization.

Valley Youth House does not advance funds, provide donor lists or solicit sponsorship revenue for third party fundraising events. Additionally, our department's ability to provide services for your event is limited by staff size and internal fundraising obligations. 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. In addition, please note that the use of the Valley Youth House logo is restricted and will need to be approved before use.

VYH staff can provide event planning expertise and advice; as well as assure the agency will be able to utilize your gift in the area you are interested in supporting. A letter of support to validate the authenticity of your event and its organizers can also be provided.

Proceed checks should be made payable to 'Valley Youth House', and sent to the Development Department at one of the addresses listed above. Receipts will be issued accordingly.

Any questions and/or concerns may be directed to Emily Conners, Associate Director of Development & Marketing, 610-820-0166 ext. 1318 or [econners@ValleyYouthHouse.org](mailto:econners@ValleyYouthHouse.org) or Joe Lynch, Vice President, Development & Marketing, Southeast PA, 215-925-3180 or [jlynch@valleyyouthhouse.org](mailto:jlynch@valleyyouthhouse.org).

Once again, thank you so very much for your interest in supporting Valley Youth House in our fundraising efforts. Our mission to be the catalyst for youth to achieve their desired future through genuine relationships that support families, ensure safe places, and build community connections depends greatly upon philanthropy. Your support will directly impact the lives of youth served through our services, and is therefore most appreciated. Thank you!