

Community Event/Fundraiser Guidelines

Midwest Shelter for Homeless Veterans is grateful to have many supporters who conduct community events and donate the proceeds to further our mission of helping homeless and at-risk veterans. These events are an integral part of our annual operations and we are very appreciative of the ongoing support. If you are considering becoming a supporter through a community event, the following are the guidelines to consider prior to planning your event. Thank you!

1. If this is the first year of your event, please complete the Community Event Application on the next page and submit it to the Executive Director at least 3 weeks prior to the event to apply for approval of your event idea.
2. Although we provide MSHV materials featuring the MSHV logo upon registration, please share materials using MSHV trademarks for approval before using.
3. We encourage you to create an event name that is unique to your event.
4. Midwest Shelter for Homeless Veterans does not provide insurance coverage for third party events.
5. Midwest Shelter for Homeless Veterans cannot solicit sponsorship on behalf of your events, nor can we reach out to our corporate sponsors on behalf of your event.
6. Midwest Shelter for Homeless Veterans is not financially responsible for the third party event. MSHV is not able to provide funding, pay expenses, or cut a check back to the event organizer as reimbursement for expenses paid.
7. We can only acknowledge checks/donations made to Midwest Shelter for Homeless Veterans directly.



Community Event/Fundraiser Application

Thank you for your interest in helping Midwest Shelter for Homeless Veterans meet our mission of providing veterans and their families with housing and supportive services that lead to self-sufficiency.

Please complete the following application with information about your potential fundraiser. (one for each event)

Name of Organization, Group, or Individual: _____

Address: _____ City: _____ Zip code: _____

Contact Person: _____ Phone #: _____ Email: _____

Are you an: Employee group, Name of Company: _____

Association/organization/club, Name: _____

School, Name: _____

Other, please specify: _____

Name of event: _____ Date of event: _____ Time of event: _____

Please tell us about the proposed event or promotion:

What businesses, individuals or foundations will be approached for underwriting, sponsorship, in-kind giving, or other contributions to help the event?

In what ways will funds be generated?

Estimated net amount to be raised:

How will the event be promoted?

Inaugural event?

Will you provide videos, pictures, quotes, and narratives for our media outreach?

MSHV has limited capacity to support events. Please describe any assistance required:

Special Notes:

- Please submit copies of promotional materials prior to distribution.
- MSHV will receipt only those donations made payable directly to MSHV. We cannot receipt individual donors if the contribution comes from a sponsoring organization.
- All checks should be made payable to Midwest Shelter for Homeless Veterans or MSHV.

Printed Name of Organizer: _____

Organizer Signature: _____ Date of Request: _____

PLEASE EMAIL, FAX, OR MAIL APPLICATION TO THE EXECUTIVE DIRECTOR FOR REVIEW.

Applications must be received at least 3 weeks prior to the scheduled event to:

Christine Lewis
Executive Director
Christinelewis@mshv.org
PH: 630-871-8387, ext. 604 FAX: 630-653-6748
Midwest Shelter for Homeless Veterans
433 S Carlton Ave.
Wheaton, IL. 60187
www.helpaveteran.org
Working to end veteran homelessness.

MSHV Executive Director Signature: _____ Date: _____

Approved: _____