



LITE FOUNDATION

THIRD PARTY EVENT PLANNING GUIDE



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Thank you for your interest in hosting an event to benefit the LITE Foundation.

We appreciate your consideration and support for our mission to help low-income students develop their reading and digital literacy skills.

Below are guidelines for hosting your Third Party event:

POLICIES

1. Submit a Third Party event information form at least 30 - 60 days before your event.
2. The Third Party event must not conflict with the mission of the LITE Foundation.
3. Promotional materials and social media posts must state the percentage of the proceeds that will benefit the LITE Foundation.

FIRST STEPS

1. Determine the type of event you want to plan. See fundraising ideas on page three (3) of this guide.
 - a) What is the theme of my event?
 - b) When is the date of my event?
 - c) Where will I host my event?
 - d) Who do I want to attend?
 - e) How will I raise money? Ticket sales? Donations? Sponsorships?
2. Determine your fundraising goal
 - a) How much do I want to raise?
 - b) Who can I ask? Friends? Family? Local businesses?
 - c) Are my costs in line with my fundraising goals?

DRAFT A BUDGET

3. Draft a basic budget where you list all of your projected expenses and an



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estimate of event income. Get quotes from vendors to ensure your numbers are realistic.

NOTIFY LITE

4. Notify the LITE Foundation about your event so we can assist you where possible.

RECORD KEEPING

5. Be Aware
 - a) The LITE Foundation will only issue tax receipts for checks made payable directly to us.
 - b) Within 30 days of your event, please send a list of all event donors along with the funds you collect.
 - c) Donor lists, whenever possible should include: full name, complete address, item(s) purchased or the amount donated.
 - d) To determine the portion of your ticket price that is tax-deductible The LITE Foundation should receive an accounting of your event expenses.

AFTER YOUR EVENT

Please send us your photos. We would love to include your event on our website and social media pages.

Please mail checks and donor lists to:

LITE Foundation
18 Prince Street
Monticello, NY 12701
Attn: Third Party Events



THIRD PARTY EVENT IDEAS

AT WORK

Silly Hat Day: Ask your employer to designate a day where employees wear a silly hat to work. To participate employees are asked to donate \$5, or any amount of your choosing to benefit the LITE Foundation. To make it more fun and interesting choose a winner for the craziest hat and award a prize that includes a feature on the LITE Foundation social media pages.

Jeans Day: Similar to Silly Hat Day, your employer designates a day where employees dress down or wear jeans to work. The employer donates on behalf of each employee or participants can support LITE directly by purchasing and wearing our buttons.

Give IT Up Day: Make a pact with your co-workers to have a day where you give something up for our cause. We all have an IT that we participate in every day, week or month. Whether it's indulging in an early morning cup of coffee, getting pampered at the spa, devouring a flaky croissant or a tasty gourmet salad. Whatever IT is, consider giving it up for one day and instead donating the price to the LITE foundation.

FOOD

Spaghetti Dinner: Host a pasta dinner where you charge a ticket price for entry. It's an easy and cost-effective way to raise money for LITE. Contact your local churches, community centers, schools or membership clubs to secure an inexpensive or free event space. You can include silent or live auctions, or a raffle as part of your event.

Bake Sale: Team up with your co-workers, friends, and family to sell baked treats. Cookies and brownies are especially easy to make and are crowd pleasers.

Lemonade Stand: This is a tried and true fundraiser. Get creative with flavors: strawberry, peach, and raspberry the list goes on.



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Benefit: Host a party or cocktail reception where the ticket price includes food and beverage. Reach out to your local bars and restaurants to ask for a donation of

food, space, and drinks. Many places will be open to providing the food and splitting the proceeds from the entry fee.

SPORTS AND ACTIVITY

Races: Organize or participate in a marathon, 5K, 10K or walk in your community to benefit the LITE Foundation. Ask your network including friends, family, co-workers and local businesses to support your effort via a LITE hosted fundraising page. They can donate on your behalf to help you raise money.

OTHER

Birthday Gift: In place of gifts, your loved ones can donate to LITE in your honor. We notify you of the donations, and each donor receives an acknowledgment letter.

50/50 Raffle: In a 50/50 raffle the winning ticket gets half the prize money. You can sell tickets at an event or to friends and family. Please check your state laws for running a raffle.

Yard Sale: Turn your unwanted items into cash for a good cause. Hold a solo yard sale or ask your neighbors to join in. It's excellent motivation to unclutter your home.

Silent and Live Auctions: Solicit businesses for items to include in your auction. Guests bid on item until the auction ends. The highest bid wins.