

# LICADD'S Third Party Fundraising Toolkit

Thank you for helping LICADD expand its fundraising efforts by working with the community to hold a third party fundraising event in support of our programs.

When planning a LICADD event please keep the following ground rules in mind:

## **A Third Party LICADD fundraising event must....**

Have a signed third Party Fundraising Contract that has been reviewed and authorized by the Executive Director

Provide revenue in support LICADD's programs and services

Promote LICADD's mission

Represent the values of the agency

Be held in an appropriate and safe venue

## **A Third Party LICADD fundraising event must NOT...**

Promote the use of alcohol, tobacco or other drugs

Provide gaming opportunities

Utilize the LICADD name or logo without explicit authorization

## **LICADD Checklist**

### **Does LICADD have all of the following information from the host/event organizer?**

- A signed third Party Fundraiser Contract
- Does the event host/organizer fully understand our policy on alcohol, tobacco use and gaming?
- Complete contact information including cell phone # and email
- Event: location
- Event: date and start time
- Anticipated audience, attendance and revenue
- Type of activity / event



Long Island Council on Alcoholism and Drug Dependence  
1025 Old Country Road, Suite 221  
Westbury, NY 11501  
(516) -747-2606  
[www.licadd.org](http://www.licadd.org)  
[abrooks@licadd.org](mailto:abrooks@licadd.org)  
516-747-2606 x 105

