



Midwest Academy®  
Engaging minds. Inspiring futures.

# **Third Party Fundraising Information Packet**

**Host a fundraiser or benefit for Midwest Academy**

## **Do you want to help Midwest Academy raise funds? Consider hosting a Third Party Fundraiser!**

A third party fundraiser is an event held at a business, organization, community group or individual's home. The host offers an event or program to benefit Midwest Academy (MWA). These functions are run independently and planned by a volunteer.

Midwest Academy is incredibly grateful and very fortunate to have the support of various organizations and individuals within the community. All events play a significant role in marketing Midwest Academy and help us to educate children. Third party fundraising plays an important part in that role by supporting and further developing MWA. If you are interested in hosting your own event to raise funds for Midwest Academy, please review our guidelines and submit the Third Party Fundraising Event form to Development Manager, Lauren Scott.

### **Third Party Fundraising Ideas:**

- Host an event (breakfast, luncheon, dinner party) and ask your guests to contribute to Midwest Academy with a monetary donation, bottle of wine for the Gala, etc.
- Golf Tournament
- Wine Tasting
- Host a Direct Sale Company (ThirtyOne, Pampered Chef, etc.) party and donate your free host items to the Midwest Academy Gala silent auction
- Bowling Tournament
- Trivia Night
- Craft Show
- Art Show
- Birthday Gift Pledge (ask your friends/family to write you a check for Midwest Academy in lieu of a birthday gift)
- Sporting Event tournament – charge teams to register for tournament
- Pie Auction
- Garage/Rummage Sale
- Bake Sale

**Third Party Fundraiser Guidelines:**

- Please schedule fundraising events for MWA in consultation with the Development Department in advance of the event.
- MWA must approve all promotional materials (advertising, letters, flyers, press releases, etc.)
- The percentage of proceeds being donated to the school must be stated clearly on all promotional materials
- Benefit organizers are responsible for expense incurred for the event
- Benefit organizers should obtain all licenses for the event, if necessary (ie: raffle, alcohol) and their own liability insurance
- All checks should be made out to Midwest Academy. Donors will receive the proper recognition (receipts, donation letter) from MWA. Donation receipts can only be provided if the donation is made directly to MWA.

Thank you for your help with supporting Midwest Academy. If you have any questions, please contact Lauren Scott at [lscott@mymwa.org](mailto:lscott@mymwa.org) or at 317-843-9500. We'd be happy to suggest ideas to make your event a success!

Please complete the Third Party Fundraising Benefit Form below:

Please complete form and mail to:

Midwest Academy  
1420 Chase Ct.  
Carmel, IN 46032  
Attn: Lauren Scott

I have read and agree to follow the above Third Party Fundraising Event Guidelines:

X  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

X  
\_\_\_\_\_  
Print Name

# Third Party Fundraising Benefit Form

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Date Submitted: \_\_\_\_\_

Name of Individual/  
Organization Planning Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Proposed Benefit Information

Event Name/Type: \_\_\_\_\_

Proposed date(s) & time(s) of event: \_\_\_\_\_

Location of the event (name & address): \_\_\_\_\_

Please provide a brief description of the event: \_\_\_\_\_

Is this event open to the public or is it private? \_\_\_\_\_

Will the media be contacted for this event? \_\_\_\_\_

How will MWA benefit from this event: \_\_\_\_\_

## For Staff Use Only

Approved & Recorded By: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_ Reason: \_\_\_\_\_