



USA Boccia

Third-Party Fundraising Toolkit

Empowering athletes with disabilities through community-driven fundraising

Welcome & Thank You

Thank you for choosing to host a Third-Party Fundraiser in support of **USA Boccia**, is a member-run organization that strengthens the sport of boccia across the United States. Your event—no matter the size—helps expand access to the adaptive sport for youth, adults, and disabled Veterans with severe physical disabilities.

Your support strengthens:

- Athlete development
- Veteran programming
- Youth outreach
- Equipment loan access
- National and regional competitions
- Local club growth

Every dollar raised helps athletes compete, belong, and thrive.

What Is a Third-Party Fundraiser?

A **third-party fundraiser** is any event, activity, or promotion organized independently by individuals, teams, businesses, schools, or community groups to benefit USA Boccia.

Examples include:

- A school hosting a boccia demo day
- A business donating a percentage of sales
- A club running a 3-on-3 tournament
- A family hosting a birthday fundraiser
- A Veteran group running a community challenge

USA Boccia provides guidance, branding, and promotional support—but **you** run the event.

How USA Boccia Supports You

USA Boccia can provide:

- **Brand resources** (logos, colors, style guidance)
- **Social media amplification**
- **Event flyer templates**
- **A representative or speaker** (when available)
- **A letter of authorization** validating your fundraiser
- **Tax-receipt processing** for eligible donations
- **Custom online donation page** if needed

USA Boccia **cannot** provide:

- Event funding or underwriting
 - Volunteers or staffing
 - Insurance or liability coverage
 - Donor lists or contact information
 - Tax-exempt number for event purchases
-

Five Simple Steps to Start Your Fundraiser

1. Review this toolkit

Understand expectations, requirements, and available support.

2. Register your event

Submit the Third-Party Event Application so USA Boccia can support and approve your fundraiser.

3. Build your plan

Create your event concept, timeline, budget, and committee.

4. Promote your event

Use social media, flyers, email, and personal outreach.

5. Host & celebrate

Enjoy your event, thank supporters, and share your impact.

Build Your Planning Committee

While one person *can* run a fundraiser, events are far more successful with a small team. We recommend recruiting **4–6 volunteers** to share responsibilities.

Suggested roles:

- **Event Lead** – oversees planning and communication
 - **Sponsorship Lead** – secures financial and in-kind support
 - **Promotion Lead** – manages social media, flyers, and outreach
 - **Logistics Lead** – handles venue, equipment, permits, and set-up
 - **Volunteer Lead** – recruits and trains helpers
 - **Mission Moment Lead** – prepares athlete/Veteran stories to share
-

Planning Timeline

6–8 Weeks Before

- Choose event type and location
- Set fundraising goal
- Build your committee
- Create promotional materials
- Begin sponsorship outreach
- Launch your fundraising page

3–5 Weeks Before

- Follow up with sponsors and donors
- Recruit volunteers
- Promote heavily on social media
- Secure in-kind donations (water, snacks, printing, etc.)

1–2 Weeks Before

- Finalize event layout
- Confirm volunteers
- Confirm sponsors and vendors
- Print signage

- Order supplies

Event Week

- Pack event materials
- Push final fundraising reminders
- Confirm weather plan
- Send event-day instructions

Post-Event

- Submit donations within 15 days
 - Send thank-you notes
 - Share photos with USA Boccia
 - Celebrate your success
-

Fundraising Ideas

Sports & Competition

- Boccia skills challenge
- Corporate boccia showdown
- Unified boccia event
- 5K roll/walk/ride
- Golf outing
- Pickleball or cornhole tournament

Community Events

- Pancake breakfast
- BBQ or cookout
- Car wash
- Lemonade stand
- Holiday party
- School spirit week

Sales & Drives

- Restaurant give-back night
- Percentage-of-sales promotion
- Online auction
- Craft or bake sale
- Equipment donation drive

Creative Ideas

- Birthday fundraiser
- “Adopt-an-Athlete” challenge
- Office jeans day
- Trivia night
- Battle of the bands

How to Ask for Sponsors

1. **Create a list** of businesses you know or who support local causes.
2. **Use the USA Boccia sponsorship letter** to make the ask.
3. **Ask in person** when possible — it’s more effective.
4. **Follow up** (most sponsors require 3–5 touches).
5. **Stay positive** — even if they can’t give money, they may donate items or volunteers.

How to Ask for In-Kind Donations

In-kind donations reduce your event costs and increase your impact.

Examples:

- Water
- Snacks
- Printing
- Venue space
- Gift cards
- Raffle items
- Equipment

Steps:

1. Build a wish list
2. Personalize your request letters
3. Start with local businesses
4. Track all requests and responses
5. Thank every donor publicly and privately

How to Ask for Donations

- Share your personal connection to USA Boccia
- Make a self-donation to lead by example
- Ask multiple times (5 touches is normal)
- Use email, text, social media, and phone calls
- Encourage matching gifts from employers

Volunteer Recruitment Tips

Great places to find volunteers:

- Schools

- Corporate groups
- Service clubs
- Churches
- Adaptive sports programs
- Local colleges

Volunteers can help with:

- Set-up
- Registration
- Boccia stations
- Food/water
- Clean-up
- Photography

Social Media Promotion Tips

- Share your story — why you support USA Boccia
- Include your fundraising link in every post
- Tag USA Boccia
- Use photos and short videos
- Ask friends to share your posts
- Thank sponsors publicly
- Post reminders weekly

Mission Moment (Optional but Powerful)

Share a short story about:

- An athlete
- A Veteran
- A youth participant
- A club success

This creates emotional connection and increases giving.

Promotion & Marketing

USA Boccia will help amplify your event, but you lead the promotion.

Best Practices

- Use clear, simple messaging
- Share athlete stories
- Post photos and updates
- Tag USA Boccia on social media

- Use consistent branding

Required Language

All materials must state:

“This event is *in support of* USA Boccia and is not an official USA Boccia event.”

Logo Use

USA Boccia must approve all uses of:

- Logo
 - Name
 - Mission statement
 - Athlete images
-

Guidelines & Requirements

Event Alignment

Events must align with USA Boccia’s mission, values, and inclusive spirit.

Prohibited Activities

- Telemarketing
- Door-to-door solicitation
- Unapproved outreach to USA Boccia families or donors
- Unapproved use of athlete photos
- Events endorsing political candidates or agendas

Legal & Safety Requirements

Organizers are responsible for:

- Permits
- Insurance
- Licenses (raffles, alcohol, food service)
- Venue contracts
- Volunteer management

USA Boccia cannot assume liability for any event.

Tax Receipting

USA Boccia can issue IRS-compliant receipts **only when**:

- Donations are made directly to USA Boccia
- Donor name and address are provided
- No goods/services were received in return

USA Boccia **cannot** issue receipts for:

- Raffle tickets
 - Auction purchases
 - Event admission
 - Sponsorships with benefits
 - Items sold
-

Submitting Donations

Please submit proceeds within **15 days**:

USA Boccia

1398 Penataquit Avenue
Bay Shore, NY 11076

Checks payable to: **USA Boccia**

Include:

- Event name
 - Organizer name
 - Donation summary
 - Donor list (if receipts requested)
-

Sample Forms Included

You can request USA Boccia versions of:

- Event application
- Donation collection sheet

- Photo release form
 - Thank-you letter template
 - Solicitation letter
 - Flyer template
-

Frequently Asked Questions

Will USA Boccia help organize the event?

USA Boccia provides guidance, branding, and promotion—but does not manage logistics.

Can USA Boccia attend my event?

A representative may attend depending on availability.

Can I direct funds to a specific program?

Yes—Veterans, youth, clubs, competitions, or general support.

Can USA Boccia provide volunteers?

Not typically; organizers are responsible for staffing.

Can I use the USA Boccia logo?

Yes—with prior approval.



USA Boccia

Donation Collection Sheet

Event Name: _____

Event Date: _____

Organizer: _____

Donor information must be complete for USA Boccia to issue tax receipts.

Donor Name	Mailing Address	Email Phone	Donation Amount	Payment Type (Cash/Check)	Receipt Needed?
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No

Total Collected: \$ _____

Submitted By: _____

Date Submitted: _____



USA Boccia

Photo & Media Release Form

Event Name:

Event Date:

Participant Name:

I hereby grant permission to **USA Boccia** to use photographs, video, and audio recordings taken of me (or my minor child) during this event for promotional, educational, and fundraising purposes. This includes use in print, digital media, social media, and organizational publications.

I understand that:

- Images may be used without compensation.
- Only first names will be used for minors.
- USA Boccia will not share personal contact information.

Print Name: _____

Signature: _____

Parent/Guardian (if under 18): _____

Date: _____

USA Boccia – Donor Thank-You Letter

Dear _____,

Thank you for your generous support of **USA Boccia** through the recent third-party fundraising event, _____. Your contribution helps expand access to boccia for athletes with severe physical disabilities across the United States.

Because of supporters like you, USA Boccia can continue strengthening:

- Youth and school programming
- Veteran outreach
- Local club development
- National and regional competitions
- Equipment access for new athletes

We are grateful for your partnership and commitment to inclusive sport. Thank you for helping athletes compete, belong, and thrive.

Warm regards,

USA Boccia – Third-Party Event Sample Solicitation Letters

General Fundraising Letter (Support USA Boccia)

Dear _____,

I'm reaching out to share something meaningful to me and to invite you to be part of it. I am hosting a fundraising event in support of **USA Boccia**, a national nonprofit that expands access to the Paralympic-pathway sport of boccia for athletes with severe physical disabilities.

Boccia is more than a sport — it is community, confidence, and competitive opportunity for athletes who often have limited access to adaptive recreation. USA Boccia provides equipment, training, youth outreach, Veteran programming, and national competitions that change lives.

My goal is to raise \$ _____ through this event, and your support would make a tremendous difference.

Your donation will help:

- Provide equipment for new athletes
- Support youth and school programs
- Strengthen Veteran outreach
- Expand local club development
- Enhance the athlete experience at competitions

If you are able, please consider making a tax-deductible donation of **\$25, \$50, \$100, or any amount** meaningful to you.

You can donate here: _____ Or by check payable to **USA Boccia**.

Thank you for supporting athletes who rely on adaptive sport to compete, belong, and thrive.

Warm regards,

Event Organizer In support of USA Boccia

Corporate Sponsorship Request Letter

Dear _____,

I am writing to invite **[Company Name]** to partner with us as a sponsor for our upcoming fundraising event benefiting **USA Boccia**, a national nonprofit that expands access to the Paralympic-pathway sport of boccia for athletes with severe physical disabilities.

USA Boccia strengthens:

- Youth and school programming
- Veteran and adaptive recreation
- Local club development
- National and regional competitions
- Equipment access for new athletes

Your sponsorship will directly support these programs and demonstrate your company's commitment to inclusion, accessibility, and community impact.

We are seeking sponsors at the following levels:

- **\$1,000 – Gold Sponsor**
- **\$500 – Silver Sponsor**
- **\$250 – Bronze Sponsor**
- **In-Kind Sponsor** (goods, services, or raffle items)

Sponsors receive:

- Logo placement on event materials
- Recognition on social media
- On-site signage
- Opportunity to host a booth or activation
- Public acknowledgment during the event

I would welcome the opportunity to discuss how your company can be part of this meaningful event. Thank you for considering a partnership that directly impacts athletes nationwide.

Sincerely,

Event Organizer In support of USA Boccia

In-Kind Donation Request Letter

Dear _____,

I am organizing a community fundraising event in support of **USA Boccia**, a national nonprofit that provides adaptive sport opportunities for athletes with severe physical disabilities. To help make this event successful, we are seeking **in-kind donations** from local businesses.

In-kind donations help us reduce event costs and increase the funds we can direct to athlete programs. Items we are seeking include:

- Bottled water
- Snacks
- Gift cards
- Raffle or auction items
- Printing services
- Event supplies (tables, tents, signage)
- Venue space

Your business will be recognized on event signage, social media, and during the event itself. This is a great way to support inclusive sport while connecting with families, athletes, and community members.

If you are able to contribute, please contact me at _____. Thank you for considering this request and for supporting athletes who rely on adaptive sport.

With appreciation,

Event Organizer In support of USA Boccia

Peer-to-Peer Fundraising Ask (For Participants to Send to Friends/Family)

Hi _____,

I'm participating in a fundraising event to support **USA Boccia**, a nonprofit that provides adaptive sport opportunities for athletes with severe physical disabilities — and I would love your support.

USA Boccia helps athletes access equipment, coaching, competitions, and community. Many athletes rely on boccia as their primary form of recreation, independence, and competitive sport.

My personal fundraising goal is \$_____, and I'm asking friends and family to help me reach it.

Would you consider donating **\$25, \$50, or any amount** to support my efforts?

You can donate here: _____ Every dollar makes a difference.

Thank you for supporting a cause that means a lot to me.

Gratefully,

Post-Event Donor Thank-You Letter

Dear _____,

Thank you for your generous support of our recent fundraising event benefiting **USA Boccia**. Your contribution directly supports athletes with severe physical disabilities by expanding access to equipment, training, youth outreach, Veteran programming, and national competitions.

Because of supporters like you, USA Boccia can continue strengthening:

- Youth and school programming
- Veteran outreach
- Local club development
- National and regional competitions
- Equipment access for new athletes

We are grateful for your partnership and commitment to inclusive sport. Thank you for helping athletes compete, belong, and thrive.

Warm regards,

Event Organizer In support of USA Boccia

USA Boccia – Third-Party Fundraiser Flyer Template

[EVENT TITLE] In Support of USA Boccia

Date: _____ **Time:** _____

Location: _____

Join us for a community event supporting USA Boccia! Your participation helps athletes with severe physical disabilities access equipment, training, and competition opportunities nationwide.

Activities Include:

- _____
- _____
- _____

How to Participate:

- Attend the event
- Make a donation
- Share with friends and family

Hosted by: _____ **In support of USA Boccia** “This event is in support of USA Boccia and is not an official USA Boccia event.”

Learn more:



USA Boccia

USA Boccia Third-Party Fundraising Agreement

This Third-Party Fundraising Agreement (“Agreement”) outlines the responsibilities, expectations, and requirements for individuals, groups, clubs, businesses, or organizations (“Organizer”) hosting an independent fundraising event (“Event”) in support of **USA Boccia**, a national nonprofit organization dedicated to expanding access to the sport of boccia for athletes with severe physical disabilities.

By submitting a Third-Party Event Application and signing this Agreement, the Organizer agrees to the following terms:

1. Event Independence

1.1 The Event is **organized, operated, and managed independently** by the Organizer. 1.2 The Event is **not an official USA Boccia event** and must be promoted as such. 1.3 USA Boccia does not assume responsibility for the planning, execution, staffing, or financial management of the Event.

2. Use of USA Boccia Name, Logo, and Branding

2.1 The Organizer must receive **written approval** from USA Boccia before using its name, logo, mission statement, or brand assets. 2.2 All promotional materials must clearly state:

“This event is in support of USA Boccia and is not an official USA Boccia event.”

2.3 USA Boccia reserves the right to review and request changes to any promotional materials.

2.4 The Organizer may not use USA Boccia’s branding to solicit corporate sponsorships without prior approval.

3. Event Standards & Alignment

3.1 The Event must align with USA Boccia’s mission, values, and inclusive spirit. 3.2 USA Boccia may decline or withdraw support if the Event:

- Conflicts with USA Boccia’s mission
- Presents reputational risk

- Involves inappropriate or discriminatory content
- Violates legal or ethical standards

3.3 Prohibited fundraising methods include:

- Telemarketing
- Door-to-door solicitation
- Unapproved outreach to USA Boccia families, athletes, or donors
- Political endorsements
- Unapproved use of athlete photos

4. Legal Compliance, Permits & Insurance

4.1 The Organizer is solely responsible for:

- Obtaining all required permits and licenses (raffles, alcohol, food service, venue, etc.)
- Securing liability insurance if needed
- Ensuring compliance with federal, state, and local laws

4.2 USA Boccia does **not** provide:

- Insurance
- Legal counsel
- Tax-exempt numbers for event purchases
- Contracts or vendor agreements

4.3 USA Boccia assumes **no liability** for:

- Injuries
- Damages
- Losses
- Claims arising from the Event

5. Financial Responsibility

5.1 The Organizer is responsible for all Event expenses and may not incur expenses on behalf of USA Boccia. 5.2 USA Boccia will not reimburse Event costs. 5.3 The Organizer may not open a bank account or credit line in USA Boccia's name.

6. Donation Handling & Tax Receipts

6.1 All proceeds must be submitted to USA Boccia within **15 days** of the Event. 6.2 Checks must be made payable to **USA Boccia**. 6.3 For USA Boccia to issue IRS-compliant tax receipts, the Organizer must provide:

- Donor name
- Donor address
- Donation amount
- Payment method

6.4 USA Boccia **cannot** issue tax receipts for:

- Raffle tickets
- Auction purchases
- Event admission
- Sponsorships with benefits
- Goods or services exchanged

7. USA Boccia Support

USA Boccia may provide, depending on availability:

- Logo and brand-approved materials
- Social media amplification
- Flyer templates
- A representative or speaker
- A letter of authorization
- Tax-receipt processing
- A custom online donation page

USA Boccia **cannot** provide:

- Event funding or underwriting
- Volunteers or staffing
- Donor lists
- Insurance or liability coverage

8. Promotion & Publicity

8.1 The Organizer is responsible for all marketing and promotion. 8.2 USA Boccia may share approved events on its social media channels. 8.3 The Organizer may not imply that USA Boccia is a co-host or sponsor.

9. Photography & Media

9.1 The Organizer is responsible for obtaining photo releases from participants. 9.2 USA Boccia may request copies of photos for promotional use. 9.3 USA Boccia may decline use of any images that do not align with its mission or brand.

10. Event Reporting

Within **15 days** of the Event, the Organizer agrees to submit:

- Total funds raised
- Donation collection sheet (if applicable)
- Donor information for tax receipts
- Event photos (optional but encouraged)

11. Agreement & Signature

By signing below, the Organizer acknowledges and agrees to all terms of this Third-Party Fundraising Agreement.

Organizer Name: _____

Organization (if applicable): _____

Signature: _____

Date: _____

USA Boccia Representative: _____

Signature: _____

Date: _____