



FUNDRAISING GUIDELINES

Thank you for your interest in making Transitions the beneficiary of your fundraising efforts. Each year hundreds of volunteers raise awareness and make significant financial contributions to Transitions through activities such as yours.

To help ensure that volunteer fundraising events are enjoyable, successful, make best use of limited Transitions resources, and are coordinated with our many other activities, we ask that you submit a proposal well in advance of the proposed event for approval by Transitions.

Prior to completing the attached fundraising proposal, please review the following guidelines. Proposals may be returned to us by mail, email or fax. We will make every effort to respond to your proposal promptly. If you have any questions, feel free to call Mary Tracey at (509)328-6702ext 104. We deeply appreciate the efforts of all of our volunteer fundraisers and thank you again for your interest! **Please allow at least two weeks' notice for all events.**

Please return your completed proposal to Transitions 3128 N Hemlock, Spokane, WA 99205, email to info@help4women.org or fax to (509)325-9877.

1. All fundraising activities must be approved by Transitions in advance. Please include the following disclaimer on all materials: *The Transitions name is used with its permission, which in no way constitutes an endorsement, express or implied, of any product, service, company, individual or political position.*
2. Within 10 days after any promotional event, you will report the donations to Transitions, and provide a date that donations will be dispersed. *Donations must be dispersed no later than 60 days after the end of any promotional event.*
3. For confidentiality reasons, Transitions cannot release donor or volunteer lists to an individual, company, group or organization. In addition, Transitions does not sell goods or services to our donors/volunteers from outside organizations.
4. Transitions cannot be liable for any expenses incurred by an individual or any organization involved in fundraising on its behalf.
5. You shall indemnify, defend and hold Transitions, including its board of directors, officers, employees and volunteers, harmless from and against any and all suits, claims, demands, liabilities, damages, costs and expenses (including reasonable attorney's fees) arising out of or relating in any way to your business and the activities authorized hereunder.
6. Transitions will not underwrite any fundraising activities.
7. Press releases, public service announcements, advertisements and printed materials (posters, brochures, flyers, tickets, invitations, etc.) are the responsibility of the individual/organization coordinating the fundraising activity. All publicity, printed or otherwise, must be approved by Transitions prior to their production, distribution and/or release.
8. Transition's fundraising policy prohibits the use of telephone solicitation for contributions from the general public.

9. Washington law requires special licensing to conduct a raffle. If you or your organization would like to conduct a raffle, individuals and/or organizations must obtain a raffle license from the State of Washington.
10. In accordance with IRS regulations, the individual or organization conducting the fundraiser is responsible for disclosing to donors the exact dollar amount or percentage of their gift which will benefit Transitions.
11. You agree that any tax benefit accrues to the original donor (when applicable) and not you as a third-party conveyor of any donation.
12. It is reasonable and customary for donors to receive an acknowledgement for their donations, and you will either provide each donor written documentation acknowledging the contribution, or provide individual donor and donation information (including name, address and amount of contribution) to Transitions when you disperse the donations, for the purpose of acknowledgement.
13. Volunteers associated with an outside supporter should avoid any conflict between their personal interest and the interest of Transitions.
14. Insurance (if applicable) for any fundraising activity to benefit Transitions is the responsibility of the organizing party and must be submitted with proposal for approval.
15. If alcohol will be served at your event please contact us regarding our alcohol policy.

If your stated goal is to raise:

\$250-\$500 Transitions will use reasonable efforts to include information about the promotion, event, fundraiser or check presentation in our newsletter and on our Facebook page. It is your responsibility to contact Transitions and provide all details at least two weeks in advance.

\$500 - \$1,999 Transitions will use reasonable efforts to send a representative to be present at your promotion, event, fundraiser or check presentation. It is your responsibility to contact Transitions and provide all details at least two weeks in advance. In addition, Transitions will use reasonable efforts to include information about the promotion, event, fund raiser or check presentation in our newsletter and on our Facebook page.

More than \$2000 Transitions will send a representative of our management team to be present at your promotion, event, fundraiser or check presentation. It is your responsibility to contact Transitions and provide all details at least two weeks in advance. In addition, Transitions will use reasonable efforts to include information about the promotion, event, fund raiser or check presentation in our newsletter and on our Facebook page.



3128 N Hemlock St.
Spokane, WA 99205
Phone: 509.328.6702 Fax: 509.325.9877
Email: mtracey@help4women.org

FUNDRAISING PROPOSAL

Project Chair:		
Organization:		
Address:		
City:	State:	Zip:
Day Phone:	Email:	

Title and description of proposed event:

Facility and/or location where event will be held:

Date and time of event:

Ticket/Item price (if applicable): \$

Contact for tickets/sales items:

Phone:

Will insurance coverage be necessary for your event? No Yes *If yes, please attach proof of insurance.*

Are permits required? No Yes. *If yes, please explain:*

What percentage of gross income will be donated, or will 100% of the net income be donated?

Projected revenue:

Projected expenses:

Anticipated donation:

Please list any committed sponsors or prospective sponsors that you plan to approach for support. (Because Transitions works with many local businesses, we may ask that you not approach certain companies or organizations)

How and when will your event be publicized? (Print, radio, TV, other)

What support will you need from Transitions for this event/project?

Please list at least one business reference we may contact:

FOR OFFICE USE ONLY:	
Date Received:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Approved:	Approved By: