



Fundraiser Approval Form

The Development Review Committee of Ronald McDonald House Charities® of the Intermountain Area, Inc. (RMHC) would like an outline of the fundraising effort being planned to benefit RMHC. Please include as much detail as possible when completing the form. Thank you.

Sponsor/Organization

Contact Name	Phone	Email	
Address	City	State	Zip
Date of Fundraiser	Time (From/Until)	Location	

Description of Fundraiser (explain fully)

Financial Information

Anticipated source(s) of funds: (please check all that apply)	Ticket Sales Sponsors	Individual Donations Other
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Donation Goal: \$ _____ *(Proceeds should be delivered to RMHC within 30 days of the fundraiser.)*

Is RMHC the sole beneficiary of the fundraiser? Yes No; If not, please list all beneficiaries and the division of the funding:

(If proceeds from the fundraiser are to be split between more than one beneficiary, all recipients (along with RMHC) must be listed clearly on advertising materials.)

In order to ensure appropriate use of staff and volunteer resources, RMHC can provide staff representation at fundraisers that are projected to raise \$5,000 or more. Additionally, RMHC will work to help provide volunteer assistance at fundraisers projected to raise \$10,000 or more.

Would you require Staff and/or Volunteers at the fundraising event? If yes, please explain:

Marketing Information

How will you publicize/advertise this event?
(RMHC is pleased to support marketing efforts via social media posts and e-newsletter announcements.)

The RMHC logo may be used for promotional purposes as long as the image is not distorted or combined with any other image. Please submit samples of any promotional materials bearing the RMHC logo to our Development office for approval **prior to distribution**. Thank you.

Additional comments or requests:

The undersigned understands the Benefit Approval Policies and Guidelines (attached) and agrees to comply with them. I/we hereby certify that the information provided on this form is accurate.

Sponsor/Organization Name	<u>Stephanie Stevens</u> RMHC Representative
Representative/Contact Name & Title	<u>Event and Fundraising Manager</u> Title
Signature	_____ Signature
Address	<u>935 E. South Temple, Salt Lake City, UT 84102</u> Address
Phone Number / Fax Number	<u>(801) 363-4663 / (801) 363-0092</u> Phone Number / Fax Number
Email	<u>stephanie@rmhslc.org</u> Email
Date Signed	_____ Date Signed

I confirm that I have received and read the attached Fundraiser Event Approval Policy Guidelines of Ronald McDonald House Charities of the Intermountain Area, Inc. and my signature above indicates my agreement to comply by all of the said guidelines (Initials).

Please sign and return the form to:

Stephanie Stevens, Event and Fundraising Manager
Ronald McDonald House Charities of the Intermountain Area, Inc.
935 East South Temple
Salt Lake City, Utah 84102-1411

Phone: (801) 363-4663
Fax: (801) 363-0092
Email: stephanie@rmhslc.org

RMHC FUNDRAISER APPROVAL POLICY GUIDELINES

Ronald McDonald House Charities of the Intermountain Area, Inc., hereafter referred to as RMHC, is pleased to be the beneficiary of financial support as a result of special fundraising events or projects by generous individuals, groups, and organizations. In order to ensure that all proposed fundraising projects are in keeping with RMHC organizational guidelines, and to comply with regulations pertaining to non-profit organizations, we require the following:

1. The Benefit Approval Form must be completed, signed and returned to RMHC a minimum of 30 days prior to the event for review and approval.
2. Use of the Ronald McDonald House Charities' registered logo and name must be preapproved and include the registered trademark symbol ®. No endorsement of the event by RMHC shall be implied or advertised until specific approval has been obtained from RMHC.
3. In accordance with the standards adopted by the Council of Better Business Bureaus, all collateral material relating to the fundraiser must specify at the point of solicitation: (a) that RMHC is the benefiting organization; (b) the amount or percentage of monies donated to RMHC to be included in all advertisements so the public knows what percentage of their funds will benefit RMHC. If proceeds from the event are to be split between RMHC and one or more separate beneficiaries, that division and all benefitting organizations must be acknowledged on advertising materials.
4. Proceeds from the event should be delivered to RMHC within 30 days of the completion of the fundraiser, including all pledges. Sponsor may be asked to provide a written accounting of the event.
5. Donated funds will be used within RMHC at the discretion of the Charity.
6. Sponsor shall perform all tasks necessary for the successful completion of the fundraising event, and shall assume full obligation and responsibility for the payment of all expenses without regard to the amount of funds collected for the event. RMHC will not underwrite any portion of sponsor event or project, nor be responsible for any expenditure related to the fundraiser.
7. Sponsor shall receive no commissions nor benefit financially from RMHC fundraising event.
8. While RMHC assumes no responsibility for exclusively promoting the fundraiser, RMHC will support marketing efforts via the Charity's social media accounts and e-newsletters. Endeavors which require RMHC to directly solicit its donors or Board of Directors will not be accepted.
9. Any advertisements or press releases will need to be approved by RMHC **prior** to their release. The privacy of children and families staying at RMHC is paramount - therefore, no family that is or has been a guest of RMHC may be exploited in connection with the fundraiser or endeavor.
10. Sponsoring Organization represents to RMHC that: (a) it will comply with all applicable laws during the planning, promotion, and conduct of the event; (b) all necessary insurance, licenses, and permits will be obtained and will be in force through the conclusion of the fundraiser; (c) and it will indemnify and hold RMHC harmless from any and all claims of any kind or nature whatsoever arising out of, or in any way related to, the fundraiser.
11. In order to make effective and appropriate use of staff and volunteer resources, RMHC will offer to provide staff representation at events that are expected to raise \$5,000 or more, and will additionally offer to help provide volunteer assistance for events that are expected to raise \$10,000 or more.
12. Nothing in this document shall be construed to authorize Sponsoring Organization or any of its employees or representatives, to act as an agent of RMHC.

If you have any questions about the above policy guidelines or fundraiser approval form, please contact Stephanie Stevens in the RMHC Development office at (801) 363-4663 or email stephanie@rmhslc.org.