

Community Foundation of Greater Muscatine

Fundraising Policy

The Community Foundation is pleased to assist you in reaching your charitable goals.

This relationship has many benefits to your organization which allows you to focus on furthering your charitable cause and raising funds to accomplish your objectives. The Community Foundation provides you with maximum service, oversight, recognition, stewardship, and tax advantages for donors. As a qualified, accredited community foundation, we comply with the laws governing charitable nonprofits and adhere to the standards set by the National Council on Foundations ensuring accurate and appropriate use of funds. Local decision-making and leadership are provided by our county-wide board and a professional staff with years of experience and dedication to nonprofit management.

This Fundraising Policy and Procedure is designed to protect donors and organizations raising funds for component funds. It helps uphold the integrity of your organization, protect donors and organizations against unintended tax consequences or penalties, and keep the Community Foundation in compliance.

Advance Event Approval

All public fundraising events require advance written approval from the Community Foundation. Minimum advance notice is 30 days from event.

Also, please keep in mind you are not authorized to bind the Community Foundation to any contract or agreement unless specifically authorized in writing.

Please include in your written Fundraising Proposal the following information:

- Description and date of event
- Type of fundraising activities to be conducted
- Fundraising chairperson's contact information
- Samples of associated fundraising materials

Donation by Checks and Written Fundraising Materials

The Community Foundation is a 501(c)(3) nonprofit, tax-exempt charitable organization. Gifts to any component fund within the Community Foundation are tax deductible. Checks related to the event should be made payable to the Community Foundation with the component fund indicated in the memo.

Cash receipts are to be deposited intact. That is, cash receipts may not be used to pay expenses, and then the net cash amount deposited. Within one week after the event, all

proceeds, checks and cash, must be delivered to the Community Foundation along with an accounting of all monies received.

Those soliciting gifts will use the following:

[Fund Name] is a component fund of the Community Foundation of Greater Muscatine, a 501(c)(3) nonprofit charitable organization, donations to which are tax deductible to the fullest extent allowed by law. Please make checks payable to the Community Foundation and include in the check memo "[Name of Fund]". A current financial statement is available upon request.

Liability Insurance and Liability for Losses

Contact the Community Foundation well in advance of the event to assess the need to secure liability insurance covering members of the organization and covering the Community Foundation.

Insurance coverage must be reviewed and approved. Even when organizations carry such insurance, certain types of events may require specific or additional insurance.

Donor or organization will be responsible for all losses incurred by events. The Community Foundation of Greater Muscatine will not be held responsible for such losses.

Community Foundation's Responsibilities

- The management of such money and property as it may accept into the component fund from donors, other contributors, and sources.
- The application of principal and income to charitable uses, all in accord with the Community Foundation's governing documents.
- Providing appropriate acknowledgements to donors.

Your Responsibilities

Those fundraising will retain responsibility for all public fundraising events and matters related to them, including:

- Payment of all costs and expenses.
- Compliance with laws and Community Foundation's policies and procedures.
- Reporting and other requirements of every kind such as licensing, tax payment, and liability insurance covering the Community Foundation.

Payment of Expenses

Those fundraising will be responsible for all expenses and will maintain appropriate financial controls and records related to fundraising events. You must provide copies of invoices and receipts along with the request for checks to the Community Foundation so that we may fulfill our record keeping and reporting responsibilities.

Donor Advised Funds

Reimbursement of expenses to the fund's donors, advisors, and related persons is prohibited.

Tax Requirements and Acknowledgements

Donors who contribute \$250 or more will need a written acknowledgement from the Community Foundation in order to claim a charitable deduction for the gift.

The Community Foundation will provide the appropriate acknowledgement to all donors only if it receives the donor's complete name and address, as well as the date and amount of the contribution.

Donations of services, property and noncash items, or gifts in-kind, are not accepted as event income by the Community Foundation.

Community Foundation of Greater Muscatine

Fundraising Proposal

Fund Title: _____

Name of Fundraising Event/Campaign: _____

Date of Event/Campaign: _____

Fundraising Goal (The *net* amount of money you hope to raise): _____

Describe the charitable purpose of the fundraising event or campaign:

Describe the fundraising event or campaign: (Include a detailed description of activities that will happen at the event, number of participants expected, methods you will use to raise funds, your groups experience with this type of fundraising and any other information that will help us support your effort.)

Attach an estimated budget including projected gross revenue from identified sources and projected expenses with the name and address of the vendor included.

Contact Person: _____ Phone: _____

E-mail Address: _____

Address: _____

Preferred method and time to be contacted: _____

I (We) agree to use all disclosures as instructed by the Community Foundation, to review all printed and promotional material with the Community Foundation staff before distribution and to submit detailed donor records along with all fundraiser proceeds and invoices.

Signature: _____ Date: _____

Name (if different than contact person): _____

Community Foundation of Greater Muscatine
104 W. Second Street
Muscatine, IA 52761



[Date]

[First Name Last Name]
[ADDRESS 1]
[CITY, STATE, ZIP]

Dear **[FIRST NAME]**,

I am pleased to inform you that the fundraising proposal you submitted for **[Fund Title]** has been approved!

When fundraising activities are conducted on behalf of our component funds, please keep in mind that for tax purposes such fundraising is being done on the Community Foundation's behalf. I have enclosed a copy of our Fundraising Policy for your reference.

The Community Foundation is a 501(c)(3) nonprofit, tax-exempt charitable organization. Gifts to any component fund within the Community Foundation are tax deductible. Checks related to the event should be made payable to the Community Foundation with the component fund indicated in the memo. Online donations may be made directly to **[Fund Title]** at the following link: **[Unique Foundant CSuite Fund Link]**

[Include any specific event/campaign requirements such as liability insurance]

The Community Foundation is grateful for the charitable work you are doing to improve the lives of those living in our community.

Sincerely,

[Name]

[Title]

Community Foundation of Greater Muscatine



Excellence. Accountability. Impact.™

Board of Directors Rich Dwyer - President, Bob Barrett, Brandon Bullock, Dr. Naomi DeWinter, Angie Johnson, Cindy Mays, Brett Nelson, Keith Porter, Jodi Royal-Goodwin, Jim Stein, Jessica Susie, Mike Wilson

Investment Committee Mel McMains - Chair, Scott Ingstad, Bob Jensen, Angie Johnson, Dave Jones, Robert Sheets, Jim Stein, Mike Wilson