

FUNDRAISING POLICY AND PROCEDURES



FUNDRAISER INFORMATION			
Name			
Date(s)		Time(s)	
Location			
Address			
City St Zip			
Phone			
Email			
POINT OF CONTACT (POC) INFORMATION			
Name and Title			
Address			
City St Zip			
Phone			
Email			
ALTERNATIVE POC INFORMATION			
Name and Title			
Address			
City St Zip			
Phone			
Email			
BRIEFLY DESCRIBE YOUR FUNDRAISING EVENT			

Send completed form to: fundraiser@projecthealingwaters.org



WHAT IS THE INTENDED USE OF THE FUNDS RAISED?			
Program Expenses		Program	
Classes			
Day outings			
Overnight Outings			
Other Expenses			
Region Expenses		Region	
Classes			
Day outings			
Overnight Outings			
Other Expenses			
ORGANIZATIONAL EXPENSES			
Unrestricted funds to support the entire organization			
Other Expenses (please specify)			
Please list any requests you have for advertising materials or PHW staff support.			

- Please complete the In-Kind Donation Form available on the Volunteer Corner to document all non-monetary donations you receive.
- Please provide your projected income and expenses for your fundraising event on the following page.

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<u>REVENUE</u>	Amount
Donations	
Sponsorships*	
Silent Auction	
Live Auction	
Paddle Raise	
PHW Branded Items	
Raffles**	
Other: please add a description	
Total Revenue	
<u>EXPENSES</u>	Amount
Food / Drinks	
Rentals	
Supplies / Equipment	
PHW Branded Items	
Other: please add a description	
Total Expenses	
Net Revenue from Event	

*Please attach a copy of your sponsorship levels and goods/services provided to sponsors.

** Note that U.S. Code, Title 18, Sections 1301 and following prohibit using any common carrier (e.g., U.S. Postal Service, UPS, FedEx, etc.) to distribute raffle materials in interstate commerce.

** Ensure that you have obtained all necessary Federal, State and Local permissions to conduct your raffle.

** Network for Good and PayPal will not process raffle payments, as they consider raffles as gambling.

** Online raffles are prohibited.

Please adhere to the following procedures for revenue and expenses:

REVENUE

- **Cash:** At the end of the event, convert any cash into a cashier's check or money order and mail it to PHWFF HQ along with the Fundraising Post Event Form. Cash is prohibited from being deposited into personal checking accounts.
- **Checks:** Must be made out to PHWFF or Project Healing Waters Fly Fishing and mailed to PHWFF HQ.
- **Credit Cards**
 Instructions for ordering a Square Reader to process credit card payments can be found in the Equipment Ordering Guide.
 PHWFF HQ will provide a listing of all credit card transactions within 7 business days after your event ends upon request.
- **Tax Information:** Tax receipts will be issued only if the donor did not receive anything of value (other than items of minimal value ie. box lunch, small event token and or promotion at the event). Funds received by the event for purchase of auction items, tickets, or similar items cannot be given a tax receipt. Instead, they can be given an acknowledgement letter stating the donated amount and the fair market value of goods received. They should then consult with their tax professional for the proper treatment for tax purposes.



Online Fundraising Sites

All online fundraising will occur on the Project Healing Waters organizational website and coordinated with PHWFF staff.

Crowd funding sites (ie. Go Fund Me, Kickstarter, etc.) are prohibited.

Expenses: Retain copies of all receipts for expenditures incurred for one year from the date of your fundraiser.

Licenses/Authorization: The name(s) entered below indicates that the POC(s) for the fundraiser will comply with this agreement and Federal, State, and Local fundraising laws.

Point of Contact

Date

Alternative Point of Contact

Date:

The signature below indicates that this fundraising request is approved.

Sarah Holt

Date:

Development Director

Project Healing Waters Fly Fishing, Inc.

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