

Third-Party Fundraiser Guidelines

Thank you for your interest in hosting a fundraising activity benefitting a Fund or a fiscal sponsored Project of The Foundation for Enhancing Communities (TFEC). The following guidelines are provided to ensure that you are aware of TFEC requirements regarding Third-Party events/promotions highlighting the name a Fund or a fiscal sponsored Project of TFEC and their mission to assist you in your fundraising efforts.

*The use of TFEC's name, logo or mission **may not be used** in any way without written approval from TFEC.*

- **TFEC assumes no legal or financial liability associated with third-party events.**
- Fundraisers, which must benefit a Fund or a fiscal sponsored Project of TFEC and must reflect positively on our mission.
- All fundraising events/promotions must be approved by TFEC prior to the event.
- The Third-Party Application must be completed and submitted to TFEC no less than 30 days prior to the proposed promotion or event start date for approval.
- TFEC reserves the right to decline any fundraising event or proposal that does not align with our mission.
- Event organizers are responsible for obtaining all permits, licenses and insurance certificates or signed contracts
 - Please note that raffles, drawings and other games of chance are regulated by a variety of state and local municipalities and federal laws. Any activity would need to be reviewed and authorized by the appropriate branch of government before proceeding
- Fundraisers must fully and truthfully state the portion of the proceeds, which will be donated to the Fund or a fiscal sponsored Project of TFEC in all advertising, promotions and in all contact with donors, sponsors and participants.
 - If less than 100% of the net proceeds will be donated, the “portion of proceeds” may be stated as a percentage of net proceeds, a portion of a product price or a fixed amount per sale/transaction that is to benefit the Fund or a fiscal sponsored Project of TFEC.

- The individual or group may not use TFEC's tax-exempt number in connection with the event.
- Event organizers are responsible for obtaining and paying for any necessary insurance, permits, licenses, approvals, etc.
- Fundraising events often require certificates of insurance.
 - Even when events are sponsored independently of TFEC, The Foundation for Enhancing Communities should be listed as an "additional insured." Other than this requirement, neither TFEC nor the Fund or fiscal sponsored Project name may appear on any contract or agreement.

COMMUNICATION GUIDELINES

- Participants may not use the copyrighted information, logos, or photos on the TFEC website without the express written consent TFEC.
- All promotional materials should clearly state the event is sponsored by you or your organization with net proceeds going to a Fund or a fiscal sponsored Project of TFEC. If a specific percentage of event proceeds are coming to TFEC, this must be stated in your materials.
- TFEC, the Fund or a fiscal sponsored Project of TFEC cannot be used as an event title but may be identified as the beneficiary of the event/promotion.
- For example an event may not be referred to as "TFEC Bake Sale." Instead, it should be promoted as
 - "XYZ Bake Sale to Benefit the **Name of Fund**, a component fund of The Foundation for Enhancing Communities."
 - "XYZ Bake Sale to Benefit the **Name of Project**, a Project of Foundation for Enhancing Communities, fiscal sponsor."
- TFEC does not purchase advertising to promote third-party events.

FINANCIAL GUIDELINES

- TFEC will not incur third-party expenses or provide any funds for third-party events or promotions.
- No bank accounts or holding accounts may be established under the name TFEC, the Fund or a fiscal sponsored Project of TFEC.
- The not-for-profit tax-exempt status of TFEC may not be used by you or your host organization to purchase items and materials with which to conduct the event or promotion.
- Event organizer shall not retain any portion of event proceeds as personal profit or compensation. No fees, commissions or salaries may be retained from event proceeds by you, your organization or its members.

- The organizer agrees to minimize expenses related to the event and to provide TFEC with an event plan and budget if requested. A check for the third party event's net proceeds (gross proceeds less all related expenses) must be sent or presented in person to TFEC within 30 days of the event's conclusion.
- In summary, under this option, fundraising may be conducted by an individual, group or by an organization seeking to benefit a fund.
 - Generally, the person or group that plans and executes the fundraiser makes one lumpsum donation (net of expenses) to the Fund.
 - A donor may not take a charitable tax deduction for the contribution. TFEC will not acknowledge the individual contributors of the dollars and no one will receive a charitable deduction for participating in the event.
 - A non-tax-deductible receipt for the net amount received is sent to the organizing person or group.

CHARITABLE GIVING GUIDELINES

- Unless your organization is a registered non-profit entity, donations made to it are not tax deductible.
- Donations made directly to a third-party event can be used to cover the event's expenses, but are not tax-deductible.
- A donation solicited on our behalf, whether the donation is an item or cash, is fully tax deductible only when it is made directly and entirely to TFEC. TFEC is the only agent who can verify that such a gift was made and the nature of the gift to the IRS.
- Any checks made payable to TFEC must be forwarded to TFEC for processing and deposit. Checks must represent an outright donation and cannot include any exchange of products or services. Such donations are tax-deductible and will be receipted by TFEC.

EVENT REQUEST SUBMISSION & APPROVAL PROCESS

- If the event is approved, you are solely responsible for complying with any and all applicable laws and regulations, including, but not limited to, those related to gaming, raffles, sweepstakes and fundraisers. By approving this event, TFEC is in no way liable for the foregoing obligations or the promotion, conduct or activities of the function.

- The Third-Party Application is completed [online](#) using our secure form for official review. The average processing time for review and approval is 2-5 business days. Please note that if your form is incomplete or requires further review, additional time will be needed to properly access the request. Once approved, a copy of the approval letter will be sent to you via email.

If you have any questions not answered by these guidelines please contact the TFEC at Projects@tfec.org or 717-236-5040