



## RMHC FUNDRAISING AND EVENT GUIDELINES

Ronald McDonald House Charities (RMHC) of Western Washington & Alaska is deeply appreciative for your interest in supporting our organization. The Ronald McDonald House is a home-away-from-home for over 450 families each year, and it's because of our generous community that we are able keep our doors open and help those families through a difficult time.

To keep within RMHC guidelines, non-profit regulations, and in order to help your fundraising efforts run smoothly, we require that you or your organization agree to the following guidelines:

1. The use of the "Ronald McDonald House Charities of Western Washington & Alaska" name and logo on all printed materials, online forums, press releases, and any other promotional efforts, must be pre-approved by RMHC staff.
2. We must always be sensitive to the privacy of the children and families staying at the House. Therefore, no family that is staying or has stayed at the House may be used or exploited in connection with the event.
3. If you plan to solicit donations from local businesses, please provide RMHC with a list for approval *prior* to asking. Many local businesses already contribute to the House and we do not want to overwhelm them with requests.
4. If your fundraising efforts include donating proceeds, please publicly display the amount or percentage that will be contributed. (i.e. 10% of each sale)
5. All donations or proceeds should be delivered within two (2) weeks of receipt.
6. Please have checks made payable to RMHC.
7. RMHC will determine how donated funds will be used according to the "area of greatest need."
8. A written accounting of the fundraising event and all donations collected must be made available if requested by RMHC.
9. You or your organization shall be responsible for everything necessary to make the event successful, and shall assume full obligation and responsibility for the payment of all expenses in connection with the event. RMHC will not financially underwrite or sponsor any portion of your fundraising efforts, nor are groups able to access funds for expenses once they have been delivered to RMHC.
10. RMHC will thank donors involved with your event; however, a receipt providing confirmation of a tax deduction is not always possible. How your donors are thanked/receipted will be determined by the event budget and how funds are collected.
11. You or your organization agree to indemnify and hold RMHC harmless from any and all claims that may arise as a result of this event.

*I have read the fundraising and event guidelines of Ronald McDonald House Charities of Western Washington & Alaska, and I agree to comply with all guidelines given.*

Name

Title

Signature

Date