

**Schuylkill Women in Crisis (SWiC)
Fundraising Event Guidelines**

Thank you for your interest in conducting a fundraising event that will benefit SWiC. As a non-profit organization, we are obligated by law to ensure that all fundraising events on our behalf are consistent with the regulations of the IRS and the Commonwealth of Pennsylvania. We ask for your cooperation and support of the following guidelines:

1. The fundraising event must be appropriate with the Mission of SWiC and preserve the name and image of SWiC. SWiC reserves the right to reject any fundraising event, which the Board of Directors deems not to meet the Mission Statement of SWiC or jeopardizes the name and/or image of SWiC.
2. All publicity must state that the proceeds from the event are for the benefit of SWiC. All proceeds raised by the event shall be submitted to SWiC within 30 days after the conclusion of the fundraising event along with an accounting of the proceeds received from the event.
3. The sponsoring organization of the fundraising event will assume all financial responsibility for the costs associated for the fundraising event. The sponsoring group/individual should obtain, at their expense, any and all liability insurance that may be required for the event.
4. Guests/Participants/Donors of the fundraising event will not receive a letter of tax deductibility from SWiC unless all event entry fees are made payable to SWiC, AND the monies involved in the event are managed by SWiC. We will comply with all rules as required by the IRS for reporting the value of any goods or services received for a donation to a fundraising event.
5. SWiC is unable to provide staff or volunteer assistance with publicity or promoting the event. If time permits, we will make every attempt to list your event in our newsletter and/or website. SWiC must be provided a copy of any publication, press release, flyer, etc., 30 days in advance of the event that mentions SWiC specifically. SWiC retains the right to full approval of all communications mentioning SWiC.
6. The SWiC mailing list is confidential and will not be released under any circumstances or conditions.
7. The fundraising event must comply with all Municipal, County, State and Federal Laws.
8. If a speaker from SWiC is requested, please indicate time and topic on the cover page of this application. Your organization will be contacted by SWiC to confirm and discuss the topic of the speaker and timeframe allotted for the speaker.

I have reviewed the contents of the SWiC fundraising agreement and agree to abide by the Guidelines set forth in this agreement for the Fundraising event listed on the cover page of the document.

Fundraising Sponsor Organization: _____

By: _____

Title: _____

Date: _____

Return to:

SWiC
PO Box 96
Pottsville, Pennsylvania 17901

FOR USE OF SCHUYLKILL WOMEN IN CRISIS' (SWiC's) NAME, LOGO and IDENTITY

Mission Statement

The mission of Schuylkill Women in Crisis is to offer help, hope and healing for those impacted by intimate partner violence or sexual abuse through crisis intervention, shelter, education, and advocacy for social change.

SPECIAL EVENTS/ACTIVITIES PLANNING OUTLINE & AGREEMENT

SWiC is truly grateful to organizations and individuals in the community who plan and coordinate events for our benefit. **We ask that you complete the information requested below so that we ensure that our own events do not conflict with your organization's plans.** We also want to contribute by publicizing your event in our newsletter and/ or website, if timing permits. Thank you for your understanding.

Please return to: Schuylkill Women in Crisis, PO Box 96, Pottsville, Pennsylvania 17901

Organization _____

Address _____

City, State, Zip _____

Phone _____ Website _____

Contact Person _____ Title _____

Contact Person's Email _____

Date/Time of Event _____ Location _____

SWiC Speaker Requested (Yes / No) Desired Topic: _____

Proposed Event Name & Description (please use reverse side or additional paper, if necessary)

Other proposed beneficiaries, if any, and percentage to be received by each:

Please print and sign below to indicate that you have read and agree with the principles outlined in the attached guidelines.

| Sponsoring Group / Name & Title | Signature | Date |
|---------------------------------|-----------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |