



Fundraising Guidelines for Component Funds of the Foundation

Effective September 1, 2017

The Community Foundation of West Chester/Liberty ("TCF", "Community Foundation" or "Foundation") exists to improve the quality of life in our community. We do this, in part, through grantmaking from the many component funds that make up the Community Foundation's assets. TCF appreciates the many efforts of various individuals and groups in the community who raise money for the benefit of funds held at the Community Foundation.

The Community Foundation is limited in its available resources to assist directly with fundraising activities undertaken for the benefit of its component funds. TCF supports its donors' commitment to and enthusiasm for these activities and offers its advice for the proper and efficient management of such efforts. The guidelines in this policy are intended to support those efforts with respect to certain policies of the Community Foundation and/or the legal requirements that must be observed. Our goal is to help assure success while avoiding unintended tax consequences, adverse public perception, and legal liability.

For these reasons, it is critical that all donor initiated fundraising be coordinated with TCF. Before undertaking any public fundraising efforts, individuals and groups ("fundraising group") should discuss their plans with the Community Foundation. This gives us the opportunity to make suggestions that may enhance the success of your effort, helps our office answer any questions that may arise from the public and allows us to properly administer proceeds and gifts that come directly to us.

The Foundation will only accept the proceeds from a fundraiser which is added to the fund as "Event Proceeds" and we do not acknowledge the individual contributors of the dollars. This is known as a Net Income Fundraiser. Generally, the fundraising group makes one lump sum donation (net of expenses) to the fund. TCF may consider providing additional support to certain fundraisers on a case-by-case basis.

Guidelines for a Net-Income Fundraiser

- Donors may not take a charitable tax deduction for any contribution, the Community Foundation will not issue a gift acknowledgement to individual contributors, and a charitable deduction for participating in the event will not be received.
- Fundraising groups are responsible for all expenses and administration, including obtaining and paying for any necessary insurance, permits licenses, approvals or any other details. The name of the Foundation or the fund must NOT appear on any contract or agreement. Volunteers may NOT sign contracts obligating the Foundation or the fund.
- Expenses of the fundraiser are paid from the proceeds prior to the contribution to the fund. No expenses or reimbursements will be paid from the fund. Fundraising groups may not use TCF's tax exempt number for sales tax purposes in relation to the event.
- Individual participants in the event (ticket purchasers, sponsors, golf players, etc.) make their payments to the organizing individual or fundraising group, not to the Foundation or the fund. The fundraising group may provide a courtesy acknowledgement. The acknowledgement letter must NOT include any language stating that the letter serves as an official receipt for IRS purposes or include any reference to tax deductibility or to the contribution being made to the Foundation or fund.
- The Community Foundation's identity cannot be used in any way, except to reference that the net proceeds will be donated to the component fund. *"The net proceeds of this event will be contributed to the XYZ Fund held at The Community Foundation of West Chester/Liberty."*

Guidelines for promoting your event:

- All fundraising materials must clearly state the fund's name as the "XYZ Fund, a fund held at The Community Foundation of West Chester/Liberty" and must clearly state that funds are being raised **on behalf of** rather than by the Foundation. The Foundation's electronic logo will be provided for use on all approved printed materials.
- Proof copy of all fundraising materials and any material using the Foundation's name must be approved by the Foundation before printing.
- The Community Foundation staff is not able to provide administrative assistance related to the production of solicitation or marketing materials, securing sponsorships or volunteering at the event.
- No mailing lists will be given from the Foundation. It is the responsibility of the Fundraising Group to create a mailing list for the event.

General Guidelines:

The IRS has imposed strict requirements which impact any fundraising. The Fundraising Group will be expected to maintain appropriate financial controls and records related to their fundraising event.

Raffle Tickets: Raffle and Split-the-Pot tickets are not tax deductible and must be clearly stated on the face of distributed tickets. Proceeds must be submitted as Net Income to the Foundation. Raffle prize money will not be paid from the fund.

Paid Solicitors: You may not, under any circumstance, pay a for-profit commercial fundraiser or individual fundraiser to solicit donations for a fund of the Community Foundation. This is a violation of the ethical standards of TCF.

Net Loss: The fundraising group will be responsible for any and all losses incurred by activities or events. The Community Foundation will not be held responsible for any such losses. The Fund will not be used to pay expenses resulting from a net loss fundraiser.

Right of Refusal: The Foundation will not accept any proceeds or allow its name to be used in any way with the following fundraising activities:

- Fundraising for donor advised funds
- Fundraising which utilizes the services of a paid solicitor
- Casino Nights

The Foundation's acceptance or denial of the proceeds from a donor initiated fundraising event does not make TCF liable for any incident, occurrence, transaction, injury, or any other circumstance arising out of any donor initiated fundraising event. TCF expressly denies any liability from any incident, occurrence, transaction, injury, or any other circumstance arising out of any donor initiated fundraising event.

We appreciate your cooperation in fulfilling these requirements. We reserve the right to refuse any assets that have been raised in violation of TCF policies. The Community Foundation reserves the right to amend, revise or change this policy at any time or from time to time without notice at its sole discretion. If you have any questions about the policy, please contact the Community Foundation office at 513-874-5450.