

Thank you for choosing RMHC Charleston as the beneficiary of your fundraiser. In order to ensure that all proposed fundraising projects adhere to our organizational guidelines and values, and to comply with regulations pertaining to nonprofit organizations, we require:

1. [Completion of the Event Application](#) for review prior to authorization to conduct an event on behalf of RMHC Charleston. This application should be submitted a minimum of 30 days prior to date of the proposed fundraising event.
2. Use of RMHC Charleston's name or logo will only be authorized after the fundraising event has been approved by Marketing staff. Sponsor is authorized to use the name "Ronald McDonald House Charities of Charleston" or "RMHC Charleston" only in connection with the approved fundraising event, and only until the completion of the event or termination of this agreement. All usage of the trademark of "Ronald McDonald House/Ronald McDonald House Charities" shall bear the registered trademark symbol, "®".
3. The fundraising event sponsor/organization will be financially responsible for operating the event.
4. Any advertisements, invitations, press releases or other promotional materials bearing the RMHC Charleston name or logo must be approved by [Marketing staff](#) prior to their release.
5. The amount or percentage of monies donated to RMHC Charleston must be included in all advertisements so that the public knows what percentage of their funds will benefit the Charity.
6. RMHC Charleston assumes no responsibility for promoting the fundraising event.
7. The fundraising event sponsor/organization must make it explicitly clear in all solicitations that the event is not produced by RMHC Charleston but rather only that it benefits RMHC Charleston.
8. RMHC Charleston will not provide letterhead for event use.
9. We must always be sensitive to the privacy of children or families staying at RMHC Charleston Therefore, no family that is or has been a guest of the RMHC Charleston may be exploited in connection with the event or endeavor.
10. The fundraising event sponsor/organization agrees to comply with all necessary local or government regulations. This includes, but is not limited to, registering with the appropriate agencies, obtaining any required licenses or permits, purchasing insurance, and following any rules of disclosure currently required by the IRS.
11. The fundraising event sponsor/organization holding the event intended to benefit RMHC Charleston agrees to indemnify and hold RMHC Charleston harmless from any and all claims that may arise as a result of this event.
12. Due to the high level of demand on staff and/or volunteers' time, RMHC Charleston cannot commit the resources of its staff and/or volunteers. The level of support that can be provided is determined on a case-by-case basis by [Marketing staff](#).
13. This agreement shall not be assignable by Sponsor.
14. Any endeavor which requires RMHC Charleston to solicit its donors and/or Board of Directors to make or solicit purchases will not be accepted.
15. Sponsor shall perform all things necessary for the successful completion of the fundraising event, and shall assume full obligation and responsibility for the payment of

all expenses in connection therewith, without regard to the amount of funds collected for the event.

16. Under no circumstances may an individual keep any portion of the proceeds as profit or compensation for organizing the event.
17. Sponsor agrees to deliver to RMHC Charleston, within 30 days after the completion of the fundraising event, the proceeds, including pledges, and to provide a written accounting of the fundraising event if requested by RMHC Charleston.
18. In order for receipts to be provided to donors making **cash** or **In-Kind** contributions to the fundraiser, the sponsoring organization/business will be responsible for submitting the donor name ( or company & contact name) and their complete mailing address to RMHC Charleston with the proceeds from the event.
  1. Unless your organization is a registered non-profit entity, donations made to it are **not** tax deductible.
  2. Donations made directly to a third-party event can be used to cover the event's expenses, but are not tax-deductible.
  3. 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 RMHC Charleston, as we are the only agents who can verify that such a gift was made, and the nature of the gift, to the IRS.
  4. In order for a tax receipt to be issued, RMHC Charleston must be provided with the donor's name, address, and phone number.
  5. Any checks made payable to RMHC Charleston must be forwarded to RMHC Charleston 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 RMHC Charleston.