



Ronald McDonald House Charities® of Eastern Wisconsin, Inc.

*Community Fundraising
Guidelines*

The Ronald McDonald House Charities® of Eastern Wisconsin, Inc. hereafter referred to as RMHC, is pleased to be the beneficiary of financial support as a result of special fundraising events or projects by generous individuals, groups and organizations. In order to ensure that all proposed fundraising projects are in keeping with our organizational guidelines, and to comply with regulations pertaining to non-profit organizations, we require: *(Please read and initial each numbered item and sign off at the bottom.)*

1. Completion and return of attached Fundraising Application Form for review prior to authorization to conduct an event. This form should be submitted a minimum of 30 days prior to date of event. RMHC will review the request. All requests will be answered no later than 15 days after receipt. **INITIAL** _____
2. Use of RMHC name or logo will only be authorized after completion and approval of Fundraising Application Form. Sponsor is authorized to use the Name: Ronald McDonald House Charities® of Eastern Wisconsin, Inc. only in connection with the Fundraising event, and only until the earlier of the completion of the event, or termination of this agreement. All usage of the trademark of the Ronald McDonald House® shall bear the registered trademark, “®” **INITIAL** _____
3. Any advertisements or press releases need to be approved by RMHC prior to their release. **INITIAL** _____
4. All communication materials must acknowledge that proceeds with benefit RMHC.
5. **INITIAL** _____
6. RMHC assumes no responsibility for promoting the event. **INITIAL** _____
7. It is up to the staff’s discretion to involve a family in an event or endeavor. **INITIAL** _____
8. Event sponsor agrees to comply with all necessary local or government regulations. This includes, but is not limited to, registering with the appropriate agencies, purchasing insurance, following any rules of disclosure currently required by the IRS, liability releases and required licenses (such as raffle license) or permits. **INITIAL** _____
9. The community event sponsor/organization holding the event intended to benefit RMHC agrees to indemnify and hold RMHC harmless from any and all claims that may arise as a result of this event. **INITIAL** _____
10. Due to the high level of demand on our volunteer’s time, RMHC cannot commit the resources of its volunteers. **INITIAL** _____
11. Any endeavor which requires that the RMHC solicit its donors or Board of Directors to make or solicit purchases will not be accepted. **INITIAL** _____
12. Sponsor shall perform all duties 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. **INITIAL** _____
13. Sponsor agrees to deliver to RMHC, promptly after the completion of the Fundraising Event, the proceeds, including pledges, and to provide a written accounting of the Fundraising Event within 30 days of event. **INITIAL** _____
14. RMHC must be notified if the media is contacted. **INITIAL** _____

I have read and agree to all the above terms.

Name _____
Organization _____

Signature _____
Date _____

Please complete and return this contract to Ronald McDonald House Charities of Eastern Wisconsin, Inc.
No fundraising activity will be approved without receipt of a completed form.

Ronald McDonald House Charities
Attn: Robin Busalacchi
8948 Watertown Plank Road
Milwaukee, WI 53226
Phone: (414) 475-5085 ▪ Fax: (414) 475-6342