

Third-Party Fundraiser Guidelines

We are honored you are considering the Ronald McDonald House Charities of Northeast Indiana (RMHC of Northeast Indiana) as a beneficiary of your fundraiser. We greatly appreciate your philanthropic efforts to support RMHC of Northeast Indiana in your community. Fundraisers sponsored by individuals or organizations, known as “third-party fundraisers,” raise funds to support families staying at the Ronald McDonald House of Northeast Indiana and served by the Ronald McDonald Care Mobile and Ronald McDonald Family Lounge.

FUNDRAISER APPROVAL: RMHC of Northeast Indiana is very grateful for third-party fundraising efforts, but we must approve all fundraisers in advance. Therefore, before you begin to plan your fundraiser, we ask that you read our Third-Party Fundraiser Guidelines. To ensure that RMHC of Northeast Indiana remains compliant with IRS regulations for a 501(c)3 (charitable) organization, third-party fundraiser organizers must adhere to these guidelines. Individuals and organizations must also complete the Third-Party Fundraiser Application and Release Agreement 30 days before the fundraiser. We will contact you within seven to ten business days of receiving these materials to inform you of your application's status.

RESPONSIBILITIES: The third-party individual and/or organization is responsible for all aspects of the fundraiser, including coordination, primary sales, staff, marketing, and promotion of the fundraiser. RMHC of Northeast Indiana may, at our discretion and with advanced notice, assist with these activities when appropriate.

FUNDING: RMHC of Northeast Indiana will not supply any funding to finance a third-party fundraiser and will not be responsible for any debts incurred. The individual/organization will not open any bank accounts using Ronald McDonald House Charities of Northeast Indiana's name or Taxpayer Identification Number (TIN). Any check donations listing Ronald McDonald House Charities of Northeast Indiana as “Payee” will be forwarded to RMHC of Northeast Indiana for deposit.

USE OF NAME/LOGO: The third-party individual/organization must receive prior approval before using the RMHC of Northeast Indiana name and/or logo on any marketing materials. Fundraisers must be consistent with the mission and image of RMHC of Northeast Indiana. Individuals/organizations that are in conflict with RMHC of Northeast Indiana mission or values, as determined by RMHC of Northeast Indiana, may not participate as sponsors.

TAX DEDUCTIONS & DONATIONS: Third-party fundraising efforts are not permitted to use RMHC of Northeast Indiana's Tax-Exempt or federal Employer Identification numbers when purchasing materials or supplies for fundraisers. Indiana and federal tax laws stipulate that individuals or groups raising funds independently for the purpose of providing financial support to RMHC of Northeast Indiana are prohibited from claiming exemption from state and any other applicable taxes incurred through such purchases.

PROCEEDS: The public should be clearly informed that the net amount raised will be donated to RMHC of Northeast Indiana. However, if RMHC of Northeast Indiana will not receive all the proceeds from the fundraiser, the exact percentage of the proceeds to be provided to RMHC of Northeast Indiana must be stated clearly on all promotional materials. If all proceeds from the fundraiser will be provided to RMHC of Northeast Indiana, the sponsor of the fundraiser must consider all expenses incurred in the production of the fundraiser as a non-tax-deductible donation. If the sponsor wishes to extract expenses incurred in producing the fundraiser from the proceeds of the fundraiser, checks may not be made payable to RMHC of Northeast Indiana and will not be tax deductible. Only donations made directly to RMHC of Northeast Indiana are tax deductible (to the extent permitted by law). Donors wishing to receive a tax acknowledgment letter should provide their donation via check or online with a note recognizing the third-party fundraiser as the solicitor of the donation. All checks must be made out to Ronald McDonald House Charities of Northeast Indiana and must be forwarded to RMHC of Northeast Indiana for processing and deposit. Donations made directly to a third-party fundraiser organizer may be used to pay for fundraiser expenses, but they are not tax-deductible contributions.

DONATION: For fundraisers through which RMHC of Northeast Indiana is the beneficiary, all net revenue raised on behalf of RMHC of Northeast Indiana must be submitted to RMHC of Northeast Indiana within 30 days of the fundraiser or by a predetermined and mutually agreed upon date.

DONOR COMMUNICATION: If any expenses are to be extracted from the proceeds, the exact percentage of the proceeds to be provided to RMHC of Northeast Indiana must be stated clearly on all promotional materials and communications.

LICENSE & INSURANCE: The fundraiser organizer is responsible for obtaining any necessary permits, licenses, or insurance needed to conduct the fundraiser or any activities associated with the fundraiser.

SHARING OF INFORMATION: RMHC of Northeast Indiana does not compile nor release volunteer or donor contact information to outside organizations.

BENEFICIARY: RMHC of Northeast Indiana may be identified as the beneficiary of the fundraiser but may not be presented as the sponsoring organization. For example, a fundraiser should not be referred to as, "Ronald McDonald House Charities of Northeast Indiana Bake Sale." Rather, the fundraiser should be promoted as a "The (Organization's Name) Bake Sale: Benefitting Ronald McDonald House Charities of Northeast Indiana."

SPONSORS: If you plan to contact businesses, individuals, or organizations for sponsorship, contributions, or in-kind gifts, before approaching such prospective donors, fundraiser organizers must obtain prior approval from RMHC of Northeast Indiana. Many individuals and businesses support RMHC of Northeast Indiana through other fundraising appeals and may not wish to provide additional donations.

NOTIFICATION: RMHC of Northeast Indiana must be notified of any significant changes for your fundraiser. In rare instances, it may become necessary for RMHC of Northeast Indiana to ask you to cancel your fundraiser. In this circumstance, you must cancel the fundraiser and remove the RMHC of Northeast Indiana name and logo from any association with, or liability and connection to, your fundraiser.

Questions about hosting a fundraiser?

Contact: Ronald McDonald House Charities of Northeast Indiana
11109 Parkview Plaza Drive
Fort Wayne, IN 46845
cassidy.engle@parkview.com
260-266-3590
Fax #: 260-266-3599

Thank you for your support of Ronald McDonald House Charities of Northeast Indiana.