



Fundraising Guidelines

Thank you for your interest in making DoveLewis the beneficiary of your fundraising efforts. Each year hundreds of volunteers raise awareness for DoveLewis and make significant financial contributions to the hospital through such activities.

To help ensure that volunteer fundraising events are enjoyable, successful, make best use of limited fundraising staff resources, and are coordinated with our many other activities, we ask that you submit a proposal well in advance of the proposed event for approval by the DoveLewis Development Department.

Prior to completing the attached fundraising proposal, please review the following guidelines. Proposals may be returned to us by email, mail or fax. We will make every effort to respond to your proposal promptly. We deeply appreciate the efforts of all of our volunteer fundraisers and thank you again for your interest.

1. DoveLewis cannot be liable for any expenses incurred by an individual or any organization involved in fundraising on behalf of DoveLewis. DoveLewis cannot underwrite any fundraising activities.
2. The DoveLewis staff must approve all fundraising activities or use of the DoveLewis logo or name in advance of event material production and/or event.
3. Press releases, public service announcements, advertisements, printed materials (posters, brochures, flyers, tickets, invitations, etc.) are the responsibility of the individual/organization coordinating the fundraising activity. All publicity, printed or otherwise, using the DoveLewis name, logo, or text about DoveLewis programs, services or history of the organization, must be submitted for approval by DoveLewis prior to production, distribution and/or release, and written authorization obtained.
 - a. The DoveLewis logo may not be incorporated into any other business logo. The DoveLewis logo may not be used in conjunction with any promotion of firearms or tobacco products. Logo usage is evaluated on a case-by-case basis and is determined by DoveLewis staff.
 - b. The DoveLewis logo may be used by other organizations only with advance permission and in accordance with DoveLewis design standards.
 - c. All approvals of the DoveLewis logo, name, messages, images or program descriptions MUST be obtained in writing on each item in which the DoveLewis identity is utilized prior to production, publication or broadcast.
 - d. DoveLewis will review and return all requests for approval of use in a timely manner. Should modifications be required, additional time will be needed to guarantee final approval. Approval requests should be sent to:

DoveLewis Marketing Coordinator,
Phone: 971.255.5917, Fax at 971.255.4917
Email: mtaylor@dovelewis.org
4. For confidentiality reasons, DoveLewis cannot release donor or volunteer lists to an individual, company, group or organization. In addition, DoveLewis does not sell goods or services from outside organizations.
5. DoveLewis is unable to share any donor lists for solicitation purposes.
6. Oregon and Washington have different laws legislating raffles. If you or your organization would like to conduct a raffle, you must obtain a raffle license and follow the guidelines set by your state. Instead, we suggest sweepstakes promotions as a substitute.
7. In accordance with IRS regulations, the individual or organization conducting the fundraiser is responsible for disclosing to donors the exact dollar amount or percentage of the gift which will benefit DoveLewis.
8. Volunteers associated with an outside supporter should avoid any conflict between their personal interest and the interest of DoveLewis.
9. Insurance (if applicable) for any fundraising activity to benefit DoveLewis is the responsibility of the organizing party and must be submitted with proposal for approval.
10. Upon request and approval, DoveLewis banners and other marketing materials may be borrowed. All materials must be returned in their original condition and will be assessed upon check-out and check-in; if damaged, party is responsible for replacement of materials.

Budget Management

DoveLewis is eager to provide you and/or your event participants with the appropriate tax-deduction receipts and information when applicable. To facilitate this process, we recommend the following event budget management options:

For events hosted by an individual, company or committee that intends to cover the event expenses "personally":

Event participants should make checks directly payable to DoveLewis and designate the event on the memo line. All participants will receive an acknowledgement letter from DoveLewis for their 100% tax deductible gift and the event organizer(s) will receive an acknowledgement letter declaring the total number of participants and amount raised. In this circumstance, the event organizer(s) will receive no tax-deduction.

For sales to benefit DoveLewis:

When an individual, company or committee sells an item (baked good, music CD, or spaghetti dinner, etc...) at its approximate value and then donates some or all of the proceeds from this sale to DoveLewis, the donation and tax-deduction belong to the organizer. Because the purchaser or participant received something in return for their "donation," the only portion of their payment that is tax-deductible is that beyond the fair market value of the item purchased. For sales and events of this kind, DoveLewis recommends that the purchasers/participants pay the organizers directly for their purchase. After the event/sale, the organizers can cover their expenses from the proceeds and make a 100% tax deductible gift directly to DoveLewis.

** This document was developed by DoveLewis according to common fundraising practices. It is not intended to serve as tax advice. For more information about the tax-deductibility of fundraising practices, please consult a professional tax attorney.*



DoveLewis Fundraising Proposal

Contact _____ Date _____
Organization _____
Address _____
Day Phone _____ Fax _____
Email Address _____

1. Title and description of proposed event _____

2. Facility and/or location where event will be held _____
Address _____

3. Date and time of event _____
Ticket price \$ _____ Contact name for tickets _____ Phone _____
Expected Number of Participants _____

4. Will insurance coverage be necessary for your event? No Yes If yes, please attach proof of insurance.

5. Are permits required? No Yes
If yes, please explain _____

6. Projected revenue \$ _____ Projected expenses \$ _____ Anticipated net revenue \$ _____
 100% of the net income will be donated. —OR— _____ % of gross income will be donated to DoveLewis

Will any of the income be shared with another non-profit? No Yes _____ %
If yes, please list other non-profit organization(s) _____

7. Please list any already committed sponsors or sponsors that you plan to approach for support. Because DoveLewis works with many businesses in the area, DoveLewis may ask you not to approach certain companies for support.

8. How and when will your event be publicized? (Print, radio, TV, other)

9. What support will you need from DoveLewis for this event/project?

10. Please list at least one business reference we may contact. Name _____ Phone _____
Relationship _____

.....
 We, the undersigned, have reviewed and agree to the fundraising guidelines.

PROPOSED BY

Signature of authorized representative

Print name

Title

Date

APPROVED BY

Signature of authorized DoveLewis representative

Print name

Title

Date

**Please return your completed proposal to:
DoveLewis
1945 NW Pettygrove,
Portland, OR 97209
or fax to 971.255.4918
or email acrouch@dovelewis.org.**