

Hosted Fundraiser Guidelines

Hosted fundraising events are vital to Ronald McDonald House Charities® of Idaho (RMHC) and the services/programs we provide in order to fulfill our mission to provide a safe, welcoming place to stay for families of ill or injured children receiving treatment at Boise medical facilities. We welcome and greatly appreciate requests from individuals, organizations and corporations ("Host") to host benefits, special events or donation drives on behalf of RMHC. The following document has been developed as a guide to help plan a fundraiser and to protect both the Host and RMHC.

A minimum of 3 weeks advance notice of your event is requested in order to ensure coordination with RMHC staff and posting on the RMHC Event Calendar.

1. RMHC **will not** finance any expenses related to a hosted fundraising event or assume responsibility for any debts incurred. Any use of RMHC's logo or inclusion of the RMHC name in any/all event promotion must be approved by RMHC prior to printing or publishing. In addition, ALL publicity and/or promotional materials referencing RMHC's involvement must be approved by RMHC well in advance of the event (min of 3 weeks).
2. Host is responsible for ALL event coordination, marketing/promotion and sales.
3. Host is responsible for complying with all applicable local, state and federal regulations regarding a charitable event.
4. Host agrees to coordinate with and request permission from RMHC before soliciting any individuals, organizations or businesses in order to avoid duplicated efforts.
5. Host must state the terms of the donation that RMHC can expect from the event (example: 50% of profits, one time donation of \$1,000 or all proceeds) and tender gift within sixty (60) days of the event.
6. RMHC asks that accepted industry fundraising standards are followed so no more than 35% of gross revenue generated be used to cover event expenses (more information on accountability standards can be found at www.give.org).
7. A donation solicited on our behalf, whether a donation is an item or cash, is fully tax-deductible **only** when it is made directly and entirely to RMHC. RMHC will determine what types of gifts can be considered tax-deductible *prior* to Sponsor solicitation or promotion, as only RMHC can verify that such a gift was made, and its nature, to the IRS. This information must be made explicitly clear in promotion of the Host's event.
8. When a portion of the ticket price or suggested donation from a participant of the Host's event is not tax-deductible, the Host must clearly state this on all materials as well as on the Agreement form.
9. RMHC is unable to sell tickets, coupons or raffles for any hosted fundraising event.
10. Due to limited resources RMHC cannot guarantee volunteers/staff will attend an event.
11. RMHC **will not** solicit participation from clients or donors for any hosted fundraising event beyond the possibility of listing the event information on the RMHC events web page, on RMHC Social Media sites, and in the e-newsletter.
12. RMHC **will not** associate with businesses, organizations or individuals known to conduct themselves in a manner that is incompatible with our mission.
13. Host agrees to indemnify and hold harmless RMHC and McDonald's Corporation (who owns the RMHC trademarks) from any and all third party claims made in connection with the hosted fundraiser. A certificate of insurance may be requested from RMHC.

All hosted fundraising event requests will be considered individually.
RMHC reserves the right to refuse involvement with or cancel an event for any reason.

Generally, the following events/campaigns **may not** be approved:

- Events/campaigns falling in close proximity to a RMHC event.
- Events/campaigns that rely heavily on the use of or that require significant attendance from RMHC staff and/or volunteers.
- Events/campaigns that require significant response from the RMHC mailing list to generate the majority of the event's revenue.
- Events/campaigns involving the sale of tickets or merchandise on the "remit or return" plan or one that employs salespeople on a commission basis.

After reviewing these guidelines, please fill out and submit an [Agreement Form](#) or contact: Ellie Pharis, ellie@rmhcidaho.org or (208) 336-5478.



Keeping families close

Ronald McDonald House Charities of Idaho
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