

# Ronald McDonald House Southern West Virginia

## Fundraising/Event Activity Proposal Form



### 1. Organizer Information

Name of organization or individual:

Contact person:

Telephone:

Fax:

Email:

Street Address:

City:

State:

Zip Code:

### 2. Fundraising Activity/Event Information

Name of activity/event:

Location:

Description:

Date(s) and times(s):

Date activity/event will end:

**(Donations must be delivered to Ronald McDonald House Southern West Virginia within 30 business days of this date.)**

Method of raising funds, including fees charged:

Fundraising goal:

Is Ronald McDonald House Southern West Virginia the sole beneficiary of this activity/event? **Yes No**

If not, who are the other beneficiaries? **Please describe:**

Do you plan to pay an individual or organization to help plan, manage, or conduct the activity/event or to solicit contributions? **Yes No**

**If Yes, please explain:**

Name(s) of any organization with whom you will have any contract or agreement in relation to the activity/event, including sponsors:

### 3. Promotions



Will you be advertising or publicizing this activity/event? **Yes No**

If so, who will be handling these tasks? Please describe:

**(Any promotional material including Ronald McDonald House Southern West Virginia name or logo must be approved in advance).**

Do you have a media sponsor? <b>Yes No</b>	If so, who?
Who is your target audience?	Estimated attendance:

**Is a Special Event Liquor License required for your event? Yes No**

*(Please attach approvals by local authorities and evidence of insurance. Your organization must indemnify and hold harmless Ronald McDonald House Southern West Virginia from and against any liability, claims, damages or expenses due to or arising from the event.)*

**Are you holding a raffle or an auction as part of your event? Yes No**

**(Please attach a copy of your license, if required by State law. If you don't know how to obtain a license, please contact your attorney and/or state authorities.)**

Is your group a registered Section 501(c)(3) nonprofit organization? **Yes No**

**(If yes, please attach the Letter of Determination)**

Does your organization have a charitable solicitation license? **Yes No**

**(If yes, please attach a copy to this form)**

If an individual, do you have a professional fundraiser license? **Yes No**

**(If yes, please attach a copy to this form)**

What are your expectations of Ronald McDonald House Southern West Virginia? (Staff representation at the fundraising activity/event promotional materials, etc.):

**Note:** We will do our best to accommodate staff representation if requested, but cannot guarantee attendance.

### 4. Use of Funds Suggestion

**Please indicate any suggestions or preferences for the use of the donated funds.** Ronald McDonald House Southern West Virginia will give consideration to suggestions, but reserves the right, in its sole discretion, to determine how charitable funds will be used.

## 5. Financial Information

**Please estimate:**

Total Proceeds: **A.\$**

Expenses (include costs such as printing, food, entertainment, equipment rental, promotion, etc.) <b>B.\$</b>	Anticipated net proceeds <b>C.\$ (A minus B)</b>
Anticipated net proceeds: <b>C.\$ (A minus B)</b>	Estimate of net proceeds that you expect to donate to Ronald McDonald House: <b>D.\$</b>

**Anticipated date of your donation:**

**I agree that the information provided in this document is accurate and further agree to the terms outlined in Ronald McDonald House Southern West Virginia Fundraising Protocol document.**

**Signature:**

**Date:**

**All proceeds for the event(s) shall be delivered to Ronald McDonald House within 30 days of the event.**

### **Mail completed form to:**

Ronald McDonald House Southern West Virginia  
 910 Pennsylvania Avenue, Charleston, WV 25302

**-OR-**

Send an e-mail copy to: **Bri@ronaldmcdonaldhouseswv.org**

We appreciate your interest in raising funds for Ronald McDonald House Southern West Virginia. You will be notified within ten (10) days of receipt of your completed form. **Please be aware that further clarification may be needed before approval.**