



## Hosting a Fundraising Event Frequently Asked Questions

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When you organize a community fundraiser for NephCure Kidney International, you act as an Ambassador of the organization. In order to represent the organization in the most professional manner, we ask you to follow these important guidelines. Please read the guidelines before completing the Community Fundraising Application at [nephcure.org/cfr](https://nephcure.org/cfr).

### How do I create my own personal fundraising event?

We welcome new and classic ideas alike. Think about hosting a fun event – perhaps one you have organized in the past – to raise money for NephCure Kidney International. The possibilities are endless. Here are a few ideas.

- Art show
- Bake sale
- Poker Ride
- Book club
- Cocktail party
- Golf outing
- Lemonade stand
- Car show
- Holiday-themed party
- Picnic
- Tea party or luncheon
- Shopping event

Once you have an idea for a fundraiser and have submitted your proposal, keep in mind the following event-planning action items.

- **Form a Planning Committee:** Collaboration and sharing responsibilities will increase your chances of success and help you enjoy the project.
- **Establish Event Goals:** Have realistic and measurable financial goals.
- **Identify Your Audience:** Determine who is likely to attend and support your event.
- **Develop a Budget:** Identify possible sources of income and expenses in line with your financial goals.
- **Give Your Event a Personality:** Be creative when branding your event. Have fun with it!
- **Promote and Publicize:** Develop a plan for generating interest and excitement about your event.

### When will I know if my fundraiser is approved?

Most of our community fundraising activities are approved within 5-7 days of receiving the application. Please make sure to fill out all the fields on the application to help expedite the process. We can't endorse fundraisers that do not fit with our mission.



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### **Can I use NephCure Kidney International's name and logo?**

Once your fundraiser is approved, we will provide you with our “Benefiting NephCure Kidney International logo” for your marketing materials. NephCure is not a sponsor of third party fundraising events and should be listed as a “beneficiary” on all promotional materials. We must review everything with our name and logos before it is printed or distributed. This includes the use of NephCure’s logo on your website or your company’s website.



### **Can NephCure send a press release or solicit media coverage for my fundraiser?**

As the event organizer, you are welcome to contact local media regarding your fundraiser. NephCure cannot write or distribute any press releases for your fundraiser or solicit media coverage on your behalf. We do ask you share all press releases with us for proper use of our name before making them public.

### **Will NephCure Kidney International design any promotional materials for my fundraiser?**

Event organizers may use our logo to create promotional materials within our usage guidelines, but NephCure will not provide design services. A banner with our logo may be provided upon request.

Promotional materials that use NephCure’s name should incorporate the following statement: “Proceeds to benefit NephCure Kidney International.”

### **Can someone from NephCure Kidney International help me run my fundraiser?**

NephCure’s development staff will be able to provide guidance, we are not able to manage your fundraiser for you. We recommend you form a committee. Committee members will play an important role in providing support during your planning and throughout your fundraiser.

### **Can someone from NephCure Kidney International attend and/or speak at my event?**

While we would love to attend every community fundraiser, we cannot guarantee attendance.

### **Can I use NephCure Kidney International's sales tax exemption?**

We are not legally able to provide our Department of Revenue sales tax letter for third-party events by federal regulations.



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### **Can I use NephCure Kidney International's 501c3 federal tax identification number?**

Neither the donations to your event or ticket purchases for your event are charitable tax deductions. Your third-party event cannot use a charitable 501c3 identification number. The only exception is when you permit donors to write checks directly to NephCure Kidney International (e.g., at your event you solicit gifts for the organization). Such checks cannot be related to event tickets, prizes, or auctions.

### **Do I need to create a 501c3 (non-profit) organization to host a fundraiser for NephCure Kidney International?**

No, anyone can host a fundraiser for NephCure with our approval. If you are currently with an organization that has 501c3 status and people make donations payable to your organization, NephCure cannot provide them a charitable-tax receipt. If NephCure is the only beneficiary of your fundraiser we will be happy to provide these participants a thank you letter specific to that event, rather than a tax receipt. Please send an excel spreadsheet with your donors' complete contact information.

### **Can NephCure Kidney International issue tax receipts to my donors?**

NephCure Kidney International will issue IRS compliant charitable-tax receipts only if the donation is made payable directly to NephCure along with the donor's detailed contact information. We cannot provide gift acknowledgements to donors who made gifts to you or any other organization. There are complex regulations around the distribution of charitable-tax receipts. This includes donations of money, in-kind items and services. Issuing an inappropriate receipt can put our charitable-tax status in jeopardy. Please do not promise any kind of receipts.

### **Can I choose what projects the donations will directly fund?**

Net proceeds donated to NephCure must be unrestricted funds to be used towards our missional objective of discovering more and better treatments and ultimately a cure for our families affected by Nephrotic Syndrome and FSGS.

### **How do I pay myself back for expenses I incurred?**

We recognize some event organizers need funds to run a fundraiser and pay expenses. However, NephCure cannot fund or financially support community fundraisers. Event organizers are responsible for covering all expenses and will not be reimbursed by NephCure. For these reasons, as you start to collect money, you will want to keep some funds on hand to help pay your expenses. In your planning process, make sure to develop a budget reflecting the type of fundraiser you are having and the many costs related to the fundraiser. After the fundraiser is complete, please send us one check within 30 days of your event, representing the net profit of the fundraiser after your expenses have been paid in full.

NephCure is the beneficiary – not a sponsor – of third-party fundraising events.



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### **How can I deposit checks from my fundraiser?**

Checks for your fundraiser can be made payable to you for deposit in your bank account. Alternately, some banks allow customers to create a bank account with a special name related to the fundraising activity, but with you as the owner and your social security number on the account.

You are not legally able to create a bank account using NephCure Kidney International in the name or using the organization's tax-identification number.

### **Who do I make checks payable to after the fundraiser?**

Please make checks payable to **NephCure Kidney International**.

*Send check to:*

NephCure Kidney International

Attn: Community Fundraiser

150 S. Warner Road, Suite 402

King of Prussia, PA 19406

### **Are there any guidelines around sponsorships and in-kind donations?**

Yes. Having a sponsor is a great way to offset the costs of your fundraiser. To avoid duplicate solicitations, we ask you notify the NephCure Development Team before asking a business or company for any kind of donation, cash or in-kind (gifts of goods or services) of \$1,000 or more. Please do not promise a charitable-tax receipt.

### **Can I have a raffle at my event?**

Each state has different laws for raffles. Look up your state's regulations governing raffles and gaming events for charitable purposes. We cannot provide or "lend" our raffle license to your fundraiser. If your state requires a license, we cannot endorse any fundraiser that holds a raffle without a license.

### **Will NephCure Kidney International provide items for my auction?**

Event organizers are responsible for securing any items for auctions. NephCure will provide you with a formal endorsement letter to assist as you seek support for your auction, fundraiser, or project.

### **Does NephCure Kidney International provide event insurance?**

Because NephCure is the beneficiary and has no direct involvement with running the fundraiser, we do not provide event insurance. The event organizer is responsible for obtaining any required permits and certificates of insurance.



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**Should I send a personal thank you letter or card to my donors?**

Definitely! It is important to thank everyone who was involved with your fundraiser. We suggest that you send a thank you letter or card within one week after your fundraiser. Don't forget to thank your volunteers and committee!

**If you have additional questions, please contact:**

[events@nephcure.org](mailto:events@nephcure.org)