

RONALD MCDONALD HOUSE CHARITIES OF ARKANSAS



THIRD PARTY FUND RAISING GUIDELINES

Rationale:

From time to time, individuals and organizations have an interest in doing fund raising to benefit the Ronald McDonald House of Arkansas. While we appreciate and applaud those efforts, we must ensure that all projects are in keeping with our organizational guidelines and mission, comply with local and national regulations pertaining to nonprofit organizations and are conducted in a manner we can all be proud of.

Guidelines:

Listed below are the conditions under which a third-party fund raising effort may be conducted. *Please read and initial each item and complete the sign-off at the bottom.*

_____ Complete and return the attached 'Fund Raising Application Form' for authorization to conduct the event. (This form should be submitted no less than 30 days prior to date of the event.)

_____ Any advertisement, PSA or press release must be approved by RMHC Arkansas prior to use.

_____ Use of the RMHC Arkansas name or logo must be approved prior to use. (Sponsor is authorized to use: **Ronald McDonald House Charities of Arkansas**® only in connection with the approved event and only until completion of the event.) All usage must include the registered trademark symbol, ®.

_____ RMHC Arkansas assumes no responsibility for promoting the event.

_____ If revenue from the event is being split between two or more charities, or the sponsor agency and RMHC Arkansas, either the amount or percentage of proceeds coming to RMHC AR must be included in all advertisement to ensure the public understands what part of their support will benefit RMHC AR.

_____ Neither volunteers, staff nor the families we serve should be expected to participate in the event.

_____ The event sponsor shall assume all responsibility and liability for the payment of all expenses in connection with the event, whether the event produces revenue or not.

_____ We must be sensitive to the privacy of children and families staying at RMHC AR. Therefore no family that is a current or former guest may be exploited in connection with the event.

_____ Event sponsor agrees to comply with all local government regulations, including but not limited to; registering with the appropriate agencies; obtaining insurance, surety bonds, licenses or permits; and following IRS rules of disclosure.

_____ Event sponsor agrees to indemnify and hold RMHC AR harmless from any claims arising as a result of the event.

_____ Event sponsor agrees to deliver to RMHC AR the proceeds, including pledges, promptly upon completion of the event and provide a written accounting within 30 days.

I have read and agree to the terms above: Sponsor _____

Authorized Party Signature _____ Date _____