



Ravens Grove Foundation for Healing, Inc

FUNDRAISING GUIDELINES & AGREEMENT

Thank you for your interest in fundraising for Ravens Grove Foundation for Healing, Inc. in support of its projects and programs, including Returning Warriors. We greatly appreciate your efforts on behalf of the Foundation and the individuals we serve.

The following guidelines are provided to help you with your efforts in such a way that your activities will be in compliance with the rules and regulations of the IRS concerning our not-for-profit status. We will be glad to review your plans and provide feedback to you, as well. If you have any questions, please feel free to contact us.

MISSION

*The mission of **Ravens Grove Foundation for Healing, Inc.** is to provide a counseling resource for combining traditional and complementary healing modalities for trauma and Post Traumatic Stress Disorder (PTSD), with a focus on healing Post Traumatic Stress caused by war, natural disasters, abuse and hospitalization.*

Please keep in mind that your fundraising efforts are in support of the mission as stated above. Most fundraising activities will easily meet this guideline.

TAX DEDUCTIBILITY

The Foundation is acknowledged by the IRS as a 501(c)(3) charitable organization. As such, all donations and contributions received by the Foundation are tax deductible. Donors will receive an acknowledgement of their contribution they can use for their tax records.

PRODUCT SALES

By IRS regulation, the Foundation cannot be directly involved in the sale of products or services to generate funds. As a charitable organization, such sales must be treated as unrelated business income, and can affect the Foundation's status as a non-profit charitable organization. You may sell products on your own behalf, and you may decide what portion, if any, you would like to donate. You or your business will be credited with the donation for deduction purposes.

DIRECT DONATIONS

You may solicit donations directly to the Foundation. All direct donations should be by check to **Ravens Grove Foundation** if at all possible. This gives us the hard-copy we need for tracking in case of an audit. PayPal may be used, with donations sent in that system to donations@ravensgrove.org. The Foundation does not currently accept credit cards.

MARKETING AND PROMOTION

Please use the following language when referring to donations of proceeds of your fundraisers to the Foundation:

A portion of the proceeds of this fundraiser will be donated to Ravens Grove Foundation for Healing. Ravens Grove is a not-for-profit charitable organization that provides a counseling resource for combining traditional and complementary healing modalities for trauma and Post Traumatic Stress Disorder (PTSD), with a focus on healing Post Traumatic Stress caused by war, natural disasters, abuse and hospitalization.

Please do not send unsolicited email (UCE or SPAM). You may use email messages, newsletters, etc. to individuals who have previously given you permission to do so. The use of purchased or downloaded email lists is not acceptable. Unsolicited telephone calls are also not advised. Please take great care in using any mass-media marketing approaches. If you have ANY question whether or not your planned promotion would be acceptable, please contact the Foundation in advance. We will be glad to assist.

MEDIA RELATIONS

If you are able to work with your local media to promote your fundraising event, please download the latest Media Kit from the Ravens Grove Foundation Web site (www.RavensGroveFoundation.org). This will provide information about the program that you will need for interviews and articles. Let us know the date and time (and time zone) of any broadcasts. We would also appreciate receiving copies of printed articles for our records. Such grassroots publicity is very valuable for supporting our status as a charitable not-for-profit organization.

Headquarters staff are also available for phone and in-person interviews. Your assistance in making such connections possible is greatly appreciated.

MATERIALS

When possible, the Foundation will provide you with informational materials to support your fundraising efforts. Some of these will be found in the media kit. We can also mail you a limited number of brochures and printed information. We can also provide you with the original files that you can use to have materials printed locally. We cannot reimburse you for such printing without approval from the Foundation executive director and treasurer. Such printing costs may be considered an "in-kind contribution," for which you may be able to claim a deduction on your income taxes.

USE OF NAME AND LOGO

The use of the Foundation name and logo must be approved in advance. You can accomplish this by sending us your fundraising ideas and plans. Once we review your plans, we will send you a note of approval and will provide you with the logo, if needed.

CONTACT

Please feel free to contact the Foundation if you have any questions regarding fundraising. Your interest and efforts are very important to us in many ways. Thank you so much!

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AGREEMENT

I/we the undersigned have read and understood the Fundraiser Guidelines as specified above, and agree to abide by them. I/we acknowledge that we are *volunteers* and not paid for fundraising efforts, nor receive any benefits from the Foundation either directly or indirectly for services.

Signature

Printed name

Date