



Hosting a Fundraising Event for Erin's House Frequently Asked Questions and Application

Thank you for your interest, enthusiasm and willingness to conduct a project to benefit Erin's House for Grieving Children. Below is a list of frequently asked questions about hosting a fundraising event on behalf of Erin's House for Grieving Children. If you do not find the answers to your questions, please contact the Director of Development, Audrey Gilbert at Audrey@erinshouse.org or **260-423-2466**.

-When will I know if my fundraiser is approved?

Most of our community fundraising activities are approved within 3-5 days of receiving the request. Please make sure to fill out all the fields on the application (page 4) to help expedite the process. In the event that there is a conflict of interest or your project does not align with our mission, Erin's House reserves the right to refuse involvement in your project at will.

-Can I use Erin's House for Grieving Children's name and logo?

Once your fundraiser is approved, we will provide you with the Erin's House logo for your marketing materials. We must review everything with our name and logo before it's printed or distributed. This includes press releases, fliers, brochures, and websites. Event promotion materials must be noted "proceeds benefit Erin's House for Grieving Children".

-Can Erin's House 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. Erin's House cannot write or distribute any press releases for your fundraiser or solicit media coverage on your behalf. We do ask that you share all press releases with us for proper use of our name before making them public.

-Will Erin's House design any promotional materials for my fundraiser?

Event organizers may use our logo to create promotional materials within our usage guidelines, but Erin's House will not provide design services. Erin's House brochures and other informational material may be provided upon request.

-Can someone from Erin's House attend and/or speak at my event?

Because of the large demand on staff time, we can't guarantee attendance of staff or volunteers to attend or speak at your fundraiser. It is also against our policy to ask Erin's House children, teens or families to speak and/or attend third-party events unless there are special circumstances.

-Can Erin's House set up a booth/information table at our event?

Again, because of the large demand on staff time, we cannot guarantee attendance of staff or ability to set up a booth. If staff cannot attend, Erin's House can provide you with supplemental material such as, brochures and fliers to have available for your guests.

-Can I use Erin's House sales tax exemption?

No, we are not legally able to provide our Indiana Department of Revenue sales-tax letter for third-party events by State of Indiana regulations.

-Can I use Erin's House's 501c3 federal tax identification number?

Your third-party event cannot use a charitable 501c3 identification number.

-Can Erin's House issue tax receipts to my donors?

Erin's House will issue IRS compliant charitable tax receipts only if the donation is made payable directly to Erin's House for Grieving Children along with the donor's detailed contact information. We cannot provide gift acknowledgements to donors who made gifts to you related to tickets, prizes, or auctions; as these gifts are not tax-deductible. 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, so please do not promise any kind of receipts. If Erin's House 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.

-How do I pay myself back for expenses I've incurred?

We recognize that some event organizers need funds to run a fundraiser and pay expenses. However, Erin's House cannot fund or financially support community fundraisers. Event organizers are responsible for covering all expenses and will not be reimbursed by Erin's House. After the fundraiser is complete, please send us one check representing the net profit of the fundraiser after your expenses have been paid in full. Expenses may not be incurred in Erin's House name. Erin's House tax exempt certificates may not be used for sales tax exemption when making purchases for the event.

-Who do I make checks payable to after the fundraiser?

Please make checks payable to Erin's House for Grieving Children.

-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. However, over the years Erin's House has developed relationships with vendors in our community, and we need to take great care to foster these relationships. To avoid duplicate solicitations, we ask that you notify Erin's House before asking a business or company for any kind of donation, cash or in-kind (gifts of goods or services) of \$250 or more. If you are not with an organization that claims 501c3 status please do not promise a charitable-tax receipt.

-Can I raise funds through a raffle or door prize at my event?

No, unless you/your company has an Indiana gaming license. Indiana and the Internal Revenue Service have strict regulations governing raffles and gaming events for charitable purposes. To legally conduct any gambling activity or "game of chance" in Indiana your organization must be an eligible 501c3 charity and acquire a permit from the Indiana Department of Revenue. For raffles, you must be an eligible 501c3 charity to receive a license from the city in which the fundraiser will take place. Erin's House does not have a permit for gambling activity such as raffles. We cannot endorse any fundraiser that holds a raffle without a license. You may hold a raffle if you hold a raffle license, the raffle is compliant with the Indiana Department of Gaming Regulations; and the raffle winners are reported to the Internal Revenue Service as required by IRS regulations:

-Will Erin's House provide items for my auction?

No. Event organizers are responsible for securing any items for auctions. If requested, Erin's House will provide you with a formal endorsement letter to assist you as you seek support for your event.

-Does Erin's House provide event insurance?

Because Erin's House 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.

-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.

-Does Erin's House accept toy or stuffed animal donations?

Unfortunately we cannot accept used toys or stuffed animals. We will gladly accept brand new items such as board games, toys or craft supplies. Please visit our website www.erinshouse.org to see our complete "wish list"

-I would like to volunteer my time at Erin's House, who do I talk to?

Please contact the Erin's House Volunteer Director (Ellen@erinshouse.org) or visit our website www.erinshouse.org for more information about volunteering.

Please see page 4-5 for the Third-Party Event Application and return to Audrey@erinshouse.org for final approval of your event. Erin's House staff will be in contact with you within 3-5 business days of receipt of this application.

**Erin's House for Grieving Children
Third-Party Event Application**



Contact Person

Company / Organization

Address

City/State/Zip

Phone

Email

Name of the Project

Number of anticipated participants

Date of event

Time of the event start

end

Location of the event (please be specific)

Address of event location

City/State/Zip

Please describe the project that you will be coordinating and how funds will be raised:

Do you intend to ask businesses to sponsor or underwrite your project? _____
If so, please attach an additional sheet listing these businesses and your intended request.

Will Erin's House be the sole beneficiary of your event? _____

If there are additional organizations benefiting from your event, please list them below:

Do you plan on delivering the proceeds to Erin's House? _____

Would you like to set up a time for a check presentation? _____

Will Erin's House name/logo be used for promotion? _____

Please list below any special requests you have for Erin's House, including brochures, banners, information booth, speaking request, Erin's House representation or staff assistance with event. We will do our best to meet your needs; however we cannot make any guarantees. Thank you for understanding!

I have read, and understand Erin's House, Inc., guidelines (pages 1-3) as they pertain to conducting outside events on their behalf. I will adhere to these guidelines.

Signature of Contact Person

Date

Signature of Erin's House Representative

Date