

# Fundraising Proposal & Agreement

Thank you for your interest in fundraising for Working Dogs for Vets/No Veteran Left Behind.

Email: support@workingdogsforvets.org

Mail: 3138 Buffalo Rd. Lawrenceburg, TN 38464

When you send us the form we will be able to officially endorse your event and provide you with an "Authority to Fundraise" letter confirming that you will be holding a fundraiser on Working Dogs for Vets/No Veteran Left Behind's behalf.

Thank you and Best Wishes.

## 1. Your Details

Today's Date:

Contact Name:

Mailing Address:

Email:

Primary Contact Phone:

Please select the category that best describes you:

Individual  Group/Association  School  Business  Other (Please specify) \_\_\_\_\_

Do you currently support Working Dogs for Vets/No Veteran Left Behind?  Yes  No

## 2. Your Event

Event Name:

Venue Name:

Event Date and Time:

Address:

Estimated Donation to Plan: \$

Do you agree to submit your donation within two weeks of the event date? Yes

Do you understand and agree with Working Dogs for Veteran/No Veteran Left Behind's Fundraising Guidelines? \_\_\_\_\_

At the completion of your fundraiser, where would you like your donation to be put towards?

Working Dogs for Veterans

No Veteran Left Behind

Both

Other

### 3. Event Details

Description of event and how funds will be raised:

Would you like Working Dogs for Veteran/No Veteran Left Behind to provide you with access to printable brochures and banners?

### 4. Fundraising Agreement

I accept the terms and conditions of the Guidelines to Fundraise for the benefit of Working Dogs for Veterans/ No Veteran Left Behind. In particular, I have read and understood the organization's liability as set out in section 6 of the Guidelines and have taken out all necessary insurance (if applicable). I understand Working Dogs for Veterans/ No Veteran Left Behind bears no responsibility for any aspect of the running or organization of the fundraising activity. I indemnify the organization against all claims, liabilities, losses, damages, costs and expenses that arise from any claim, suit or action that may arise directly or indirectly with the fundraising activity that I have applied for.

I agree to conduct this fundraising activity in accordance with the terms and conditions and in a manner that upholds the integrity of Working Dogs for Veterans/ No Veteran Left Behind.

I agree to inform the organization if details of my fundraising activity deviate from those outlined in the form.

Fundraising Event Rules Each time you have a fundraising event you must fill out a new request.

Each request must be submitted, and approved by the WDFV Board.

There must be a minimum of 4 WDFV Vet/dog teams

Must be social media post and invite before the event

Print Name:

Signature:

Date:

Please return the completed Fundraising Proposal & Agreement to:

Working Dogs for Veterans/ No Veteran Left Behind

3138 Buffalo Rd. Lawrenceburg, TN 38464

Internal Use

Date Approved:

Authority to Fundraise confirmation sent?

Approver:

Signature:

## **Guidelines for Fundraising for the benefit of Working Dogs for Veterans/ No Veteran Left Behind**

### **1. Approval of Fundraising Activity**

1.1 The individual/organization (the Fundraiser) responsible for running the event/activity (fundraising activity) must ensure that the fundraising activity is planned with the approval of Working Dogs for Veterans/ No Veteran Left Behind (WDFV/NVLB).

1.2 The Guidelines for Fundraising for the Benefit of WDFV/NVLB and the Application to Fundraise provides the basis for the fundraising activity being organized. By signing and returning the Application to Fundraise Form (the Form), the Fundraiser acknowledges and accepts the conditions contained herewith will form the terms and conditions of the fundraising activity and provide the basis of any dealings between WDFV/NVLB and the Fundraiser in relation to fundraising activities.

1.3 Once the form has been approved, WDFV/NVLB will issue the Fundraiser with an Authorization to Fundraise confirming their knowledge of the fundraising activity. The Fundraiser cannot begin the fundraising activity until the Authorization to Fundraise has been received.

1.4 Details of the Fundraiser's activity should be outlined in the Form. Should any of the original details provided in the Form change, the Fundraiser must report these to WDFV/NVLB as soon as possible. If a revised Authorization to Fundraise is required this will be provided.

### **2. Fundraising Activities for the Benefit of WDFV/NVLB**

2.1 The fundraising activity will not be WDFV/NVLB's and shall be conducted in the Fundraiser's name, and is the sole responsibility of the Fundraiser. WDFV/NVLB is not able to take a coordinating role, and due to resource constraints cannot assist in soliciting prizes, organizing publicity, or providing goods or services to assist the Fundraiser in the running of the fundraising activity. However, where possible, support and advice will be offered.

2.2 The Fundraiser must abide by all legislation and apply for all permits and licenses that may be required. Different states have their own legislation, which should be checked beforehand by the Fundraiser.

2.3 The Fundraiser must not do or permit anything to be done which is detrimental to the goodwill, name or reputation of WDFV/NVLB.

2.4 If the Fundraiser is going to hold a raffle or other gaming event such as bingo, it is responsible for checking and complying with its state gaming authority about any special conditions and any applicable laws and guidelines which must be met.

### **3. Using WDFV/NVLB Name and Logo**

3.1 Fundraisers must make it clear in all their dealings with the public, sponsors, and supporters that they do not represent WDFV/NVLB, but are raising funds that will be donated to WDFV/NVLB to support its activities.

3.2 Suggested wording when referring to the relationship between the fundraising activity and WDFV/NVLB is:

Proudly supporting WDFV/NVLB

This is a volunteer run event raising money for WDFV/NVLB

Funds raised are used to support WDFV/NVLB and its work with Military veterans and their families and service dogs all over the United States.

3.3 You may use the name and logo of WDFV/NVLB but only in relation to the approved fundraising activity. Prior to its publication or distribution, written approval from WDFV/NVLB to use the name and logo must be obtained in relation to each document on which WDFV/NVLB's name and logo appears. All rights in the name and logo remain the property of WDFV/NVLB. The design and content of the logo cannot be changed.

3.4 Any materials or products that require the WDFV/NVLB logo must be submitted for approval, well in advance of the date of commencement of the fundraising activity. All printed material, including media releases, must be approved by WDFV/NVLB before being printed or circulated.

3.5 WDFV/NVLB can provide printable copies of brochures and banner upon request.

3.6 At all times the Fundraiser must act to protect the value in the WDFV/NVLB name and logo and ensure the rights of WDFV/NVLB are not damaged or infringed in any way by its use.

#### **4. Media and Public Relations**

4.1 Prior clearance must be obtained from WDFV/NVLB before contacting any media in relation to a fundraising activity.

4.2 WDFV/NVLB will seek your prior clearance before contacting any media in relation to your fundraising activity.

4.3 If you wish to contact public personalities/celebrities in relation to a fundraising activity, any such approach must be discussed with, and approved by, WDFV/NVLB prior to any contact being made. Please also discuss with WDFV/NVLB any intended approaches to corporate sponsors.

#### **5. Financial Aspects of the Fundraising Activity**

5.1 The expenditure proposed to be incurred with the conduct of the fundraising activity should be disclosed on the Form and must be properly authorized by WDFV/NVLB.

5.2 All expenses relating to the fundraising activity, including the financial aspects, fundraising, raffles, record keeping and management of the fundraising activity are entirely the responsibility of the

Fundraiser. The Fundraiser must comply and is responsible for complying with any obligations imposed on it by any laws, guidelines and /or regulations in the relevant state.

5.3 The Fundraiser must maintain accurate records of income and expenditure. Monies received in the course of a fundraising appeal must be immediately paid to WDFV/NVLB. Expenses may be reimbursed if approval has been obtained from WDFV/NVLB and proper documentation of such expenses is submitted.

5.4 Donations of \$2.00 or more are tax deductible. However, receipts for donations will only be issued by WDFV/NVLB when they are specifically requested. Fundraisers must keep a register of all attendees/supporters requiring a tax-deductible receipt. WDFV/NVLB will issue individual receipts directly.

5.5 When an attendee/supporter has given money for goods and services (i.e. raffles, auction items, goods purchased, event entry), a tax-deductible receipt cannot be issued.

5.6 WDFV/NVLB can prepare and send "thank you" letters or certificates to substantial donors of prizes, services or other material to fundraising activity. The Fundraiser must keep a record of the donations for this to occur.

5.7 Money raised and details of actual income and expenditures must be returned to WDFV/NVLB within 2 weeks of the fundraising activity. Where the activity is going to occur over a number of weeks or months, funds raised should be sent in every 2 weeks.

## **6. Disclaimer**

6.1 Fundraisers are not employees or agents of WDFV/NVLB, nor are they acting in any other representative capacity of WDFV/NVLB. All aspects of financial liability, public liability, and public safety are the sole responsibility of the Fundraiser and the fundraising activity is undertaken by the Fundraiser on its own behalf and at its own risk.

6.2 Responsibility for any insurance for the fundraising activity rests solely with the Fundraiser, unless otherwise specifically stated in writing by WDFV/NVLB. WDFV/NVLB will not cover or bear any liability in relation to any Fundraiser's activity.

6.3 The Fundraiser agrees to indemnify and keep indemnified and release and hold harmless WDFV/NVLB and its representatives to the fullest extent possible under the law for all claims, loss and damage incurred by any person in relation to the fundraising activity.