



GLADE RUN LAKE CONSERVANCY

166 Love Road, Valencia, PA 16059

www.gladerunlakeconservancy.org

DONOR INITIATED FUNDRAISING POLICY

The Glade Run Lake Conservancy (GRLC or the Conservancy) deeply appreciates the interest made by individuals and organizations that fundraise on behalf of the Conservancy's effort to restore and improve the Lake and its surrounding lands. It is because of this support, both financially and in volunteer hours, that our goals will be accomplished.

A Donor Initiated Fundraising Event is a fundraiser undertaken by third parties who are individuals or organizations not board members of GRLC where the event is held for the purpose of raising funds to benefit the GRLC mission.

When individuals and organizations undertake fundraising activities, the guidelines, policies, and procedures outlined below have been established to protect you, your fundraising group, and GRLC while keeping with IRS regulations.

Approval of Fundraising Activities/Events

Before undertaking any public fundraising activity/event on behalf of GRLC, you must submit a written request to GRLC and have written approval from GRLC.

The request must include: *Form below*

1. Name of the individual or organization responsible for the Activity/Event.
2. A description of the fundraising Activity/Event.
3. Affirmation that all contributions will be forwarded to GRLC.
4. Date and location of the Activity/Event.
5. Complete contact person information.

After all applicable criteria are submitted, final notification is contingent upon completeness of the request and a scheduled meeting for review. Then, you will receive written approval from GRLC.

Individuals and Organizations Responsibilities

Individuals and organizations are prohibited to use the GRLC logo without written permission from the Conservancy. Proof of Insurance is needed if using GRLC logo.

You must get approval for any materials related to promotion and getting solicitations for the activity/event. All materials must state that funds and proceeds will be donated to GRLC.

It is important that we avoid duplicate solicitations of potential sponsors and donors. Please submit a list of organizations or businesses you plan to solicit for approval before making contact.

For all public fundraising activities/events and matters related to those activities/events, which generally include payment for all costs and expenses, safety of participants, compliance with applicable regulations (including charitable gaming laws), reporting, and other requirements of every kind such as licensing and liability insurance are the sole responsibility of the individual or organization holding the event.

Glade Run Lake Conservancy assumes no liability that may arise from fundraising activities independently initiated on behalf of GRLC.

Event Accounting Procedures

Individuals or organizations must agree to cooperate fully with GRLC cash management procedures.

All contribution checks should be made payable to "Glade Run Lake Conservancy" indicating the event and date. All proceeds should be provided in one cashier's check to GRLC and delivered to a GRLC Board Member along with a full accounting within one week of the event or other collection activity.

GRLC will acknowledge all contributors, individual or organizational, in accordance with GRLC and IRS guidelines.

Donors who contribute \$250.00 or more will need written acknowledgement from GRLC in order to claim a tax deduction for the contribution. GRLC will provide the appropriate acknowledgement to the donor but will need the information listed below in order to do so:

Donor's complete name and address.

Date and amount of contribution.

Whether the contribution was in cash, check, or in-kind services.

Detailed description of any in-kind goods and services provided in exchange for the contribution. (Value will be documented according to IRS regulations)

We look forward to working with you!

**GLADE RUN LAKE CONSERVANCY
Fundraising Event Application**

Applicant's Name: _____
Business: _____
Street Address: _____ City: _____ State: _____ Zip Code: _____
Business Phone: _____ Home Phone: _____ Cell: _____
Fax: _____ E-mail: _____

EVENT/ACTIVITY INFO

Brief Description of Proposed Event/Activity:

Event Date/Time: _____

Location: _____

Whether a short-term or an ongoing event, please indicate beginning and ending dates:

Please note: This agreement will be valid for three months from the date submitted.

Please list any potential sponsors or underwriters of the event:

Can you provide comprehensive general liability insurance if required? () yes () no

BUDGET INFO

Projected Gross Income: _____

Projected Expenses: _____

Projected Net Revenue: _____

Projected Donation to GRLC: _____

Brief description of how you plan to publicize and promote the event or initiative:

OTHER:

Depending on the anticipated donation amount, GRLC may be available to help promote the event through our website and outreach efforts. Is something you're interested in? () yes () no

Please describe any other needs for your event:

Please sign below that you have read and understood the Donor Initiated Fundraising Event Policy and Guidelines:

Signature _____ Date _____

Please return this application at **least four weeks prior** to the event or anticipated start of an initiative. You will receive a signed agreement from GRLC indicating if your event is approved or denied. Thank you.

Email completed application to: info@gladerunlakeconservancy.org

Mail to: Glade Run Lake Conservancy
PO Box 640
Valencia, PA 16059

APPROVED BY:

NAME

TITLE

DATE