

FAQ

Q: Can I hold a raffle at my event?

A: Raffles are governed by a variety of federal, state and local laws with very complex requirements. Raffle permits may not be taken out in TGFC's name. Raffles on a single day are often permitted, but please contact your local area government for more information. Please also contact TGFC before you begin this endeavor.

Q: Can I hold a Casino or Bingo Night?

A: Like raffles, a Casino or Bingo Night is also governed by a host of federal, state and local laws. Please contact your local area government for more information.

Q: Who should checks be made out to?

A: Payments for event attendance and items must be made out to you or your organization. This money will in turn be used to pay event expenses. All excess funds should be forwarded to TGFC. Any checks written directly to you or your organization are not tax deductible unless you are also/have established a registered 501c3. Those who wish to make a tax deductible donation (with no goods or services exchanged) can make checks payable to TGFC. Please note, TGFC will not return any checks or pay any expenses.

Volunteers

Recruiting friends, family and coworkers to help plan and carry out your event is an important step. These volunteers will be able to help you find participants, sponsors, students, donors and more, as well as assisting you during the event.

Fundraising Guidelines & Policies

Once you have discussed your event and been given approval by TGFC to proceed, there are some fundraising guidelines that must be followed. Should circumstances warrant, TGFC may at any time direct you to cancel your event.

You agree to send the raised funds to TGFC at 1347 Main Street, Second Floor, Waltham, MA within thirty (30) days after the fundraiser. A detailed financial statement/budget must be submitted with the raised funds.

You assume all risk, both financial and otherwise, relating to the fundraiser. TGFC, its directors, and employees, can not be held responsible for any damages, liabilities or actions that result from the fundraiser. You also agree to conduct the activity in accordance with all federal, state and local laws.

Because your event is being promoted as a fundraiser for TGFC, no fees, commissions, or salaries may be retained by anyone organizing the event. Event/Fundraiser organizers may not benefit in any way other than goodwill, or retain any portion of event-related proceeds as personal profit or compensation.

When promoting the fundraiser, you agree to do so in a way in that it is clear TGFC is not hosting or endorsing the activity, but instead is the recipient of the funds raised. You also agree to reflect TGFC in a positive and appropriate manner.

TGFC reserves the right to approve all sponsors. Please provide TGFC with a list of all targeted sponsors to ensure there is no overlap with current sponsors.

Once the fundraiser has been approved, TGFC will grant you use of their name and 'Fundraising Logo' to be used in conjunction with your fundraiser. Logo use may be revoked by TGFC if they deem the logo is not being used properly or not within the agreed upon terms of the fundraiser. You agree to not to modify or to use the logo in any way that would diminish the value or harm the reputation of TGFC.

Alcohol should not be served unless it is believed to be important to the success of the event. Alcohol is certainly appropriate at some events but isn't at others. There are numerous legal, insurance and liability issues when alcohol is involved, so please think through both sides of whether or not alcohol should be served. If you choose to serve alcohol, please be aware of the many different pricing options that may be available to you at your chosen venue.

TGFC cannot guarantee media coverage for the event. Contact with the media is acceptable, however the individual/group/organizer must notify TGFC in advance.

TGFC will not solicit or provide prizes or auction items for your event.

You are responsible for completing all aspects of the fundraiser, including ticket/attendee sales, marketing and promotion. All fundraisers must be approved no less than 8 weeks prior to the event.

TGFC cannot serve as the fiscal agent for the event, nor will TGFC pay event expenses. TGFC's tax exempt status may not be used. No bank accounts may be created using TGFC's name.

Any checks made payable to TGFC must be forwarded for processing and deposit. Checks must represent an outright donation and no goods, services, or event admission may be exchanged. Such donations are fully tax deductible and will be acknowledged by TGFC with a thank you letter and receipt.

Budgeting & Financial Goals

Fundraisers have a great deal of goals and purposes. Financially speaking, TGFC strives for a 70% - 30% gross income to expense ratio (i.e. if expenses are \$1,500, ideally the gross income is at least \$5,000).

It is very important you finalize a budget and set an attainable financial goal prior to entering into any contracts or purchasing any items for your fundraiser. Again, an ideal goal and best practice to strive for is a 70% - 30% gross income to expense ratio. If your event does not fall in this range, it doesn't mean it isn't or couldn't be successful.

What TGFC will provide to you

- TGFC staff is just a phone call away and will be happy to answer questions or offer advice
- TGFC will provide you with an in depth Fundraising Event Guide to help you with nearly all aspects of the event/fundraiser; including sample letters, an auction bid sheet template, sample registration forms, brochures and more
- Provide a letter of support to be used to validate the authenticity of the event/fundraiser
- You will have access to your own fundraising page at www.thegenfound.org
- Use of TGFC name and 'Fundraising Logo'