

Fundraising Approval Form



**General Information**

Date \_\_\_\_\_ Company/Organization \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Contact \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Event Information**

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_ Location \_\_\_\_\_  
Type of Event (please explain fully) \_\_\_\_\_  
\_\_\_\_\_

What percentage of net proceeds after expenses is to be donated to Ronald McDonald House? [ ] 100%  
If less, please explain \_\_\_\_\_

Are you requesting the use of the Ronald McDonald House logo? [ ] Yes [ ] No If yes, how will it be used?

Would you like representatives from the Ronald McDonald House to be present? [ ] Yes [ ] No

Would you like a representative from the Ronald McDonald House to give a presentation? [ ] Yes [ ] No

Will there be an admission charge? [ ] Yes [ ] No If yes, amount: \$ \_\_\_\_\_

How and where are tickets sold and event promoted? \_\_\_\_\_

If required, have ticket sales been cleared with local government? [ ] Yes [ ] No [ ] N/A

Will any alcoholic beverages be served? [ ] Yes [ ] No

Major source of funds:  
[ ] Admission [ ] Drawing Tickets [ ] Auctions [ ] Donations [ ] Merchandise Sales [ ] Other

What are the estimated total revenues? \$ \_\_\_\_\_ What are the estimated total expenses? \$ \_\_\_\_\_

Will the event also benefit other organizations? [ ] Yes [ ] No

How long have you put on these benefits? \_\_\_\_\_

How often will they be occurring? [ ] Annually [ ] One time event [ ] Other, please explain: \_\_\_\_\_

Other Comments: \_\_\_\_\_

*The undersigned understands the Fundraising Approval Policy Guidelines and agrees to comply with them. I/we hereby certify that the information provided on this form is true to the best of my/our ability (official event organizer must be 18 years of age or older).*

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Please sign below and return promptly to: Ronald McDonald House  
850 Second St SW  
Rochester, MN 55902

**Fund-Raising Approval Policy Guidelines**

The Ronald McDonald House of Rochester, Minnesota is pleased to be selected as the beneficiary of financial support from special fund-raising programs, events or projects by generous individuals, groups and organizations.

In order to curtail over solicitation of our donors/sponsors, a complete review of planned solicitations is required. Exceptions to the above policy may be granted only after review by the Ronald McDonald House of Rochester, Minnesota Executive Director, Community Development Director, Fund Raising Committee or Board of Trustees. Such exceptions, if granted, must be in writing.

**PLEASE READ AND KEEP FOR YOUR RECORDS**

In order to ensure that all proposed fund-raising events or appeals are registered and authorized, we require the following:

1. Completion and return of this Fund-Raising Approval Form for review and consideration of authorization to conduct any event or appeal. This should be submitted a minimum of 60 days prior to date of the event.
2. No door-to-door or person to person solicitations.
3. Official event organizer must be 18 years of age or older.
4. Use of our Ronald McDonald House of Rochester name, logo or any other term implying endorsement by or support of our Ronald McDonald House is not authorized except by specific approval.
5. No conflict with governmental regulations or licensing.
6. No commercialism which would reflect poorly on the Ronald McDonald House of Rochester, Minnesota.
7. No exploitation of children or families utilizing the Ronald McDonald House of Rochester, Minnesota.
8. Advance authorization is required for any reproduction of logo or name prior to printing or effort.
9. Event organizer understands that the Ronald McDonald House of Rochester, Minnesota assumes no responsibility for promoting the event or effort.
10. Event organizer agrees to obtain all required permits or licenses.
11. Event organizer/sponsor holding an event intended to benefit the Ronald McDonald House of Rochester, Minnesota agrees to indemnify, defend and hold the Ronald McDonald House of Rochester, Minnesota harmless against and in respect of any and all claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries and deficiencies, including interest, penalties, and reasonable attorneys' fees that shall be incurred or suffered by the Ronald McDonald House of Rochester, Minnesota which arise, result from or relate to applicants' performance of its agreement as specified in these guidelines and the Fund-Raising Approval Form.

FOR OFFICE USE ONLY: APPROVED BY _____ TITLE _____ ON _____
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