**CNW Fundraising Policy and Guidelines**

Background

Camp No Worries (CNW) appreciates the generosity of all of our friends who work tirelessly to raise funds to support our campers. This includes the tremendous amount of support we’ve received from individuals, organizations, foundations, corporations, businesses and other entities that have assisted us in continuing to fulfill our mission of providing a week of no worries to children affected by cancer.

Policies and guidelines have been developed to protect CNW, our volunteers, campers, and all parties involved in fundraising on our behalf. They are intended to serve as the framework to guide any fundraising activities which benefit CNW and its programs. Through the application of these policies, CNW seeks to ensure the consistency, integrity and appropriateness of the fundraising activities undertaken on our behalf. Fundraising events may include (but are not limited to) dinners, golf tournaments, auctions, raffles, bake sales or any other number of approved activities in which CNW is the sole or primary beneficiary and/or the CNW name, logos, or trademarks will be used in promoting the event.

Types of Fundraising Activities

CNW and its volunteers may solicit donations through direct requests for money or in-kind services in accordance with state and federal laws and policies. Applying for grants from public or private entities on behalf of CNW, seeking funds from a public agency at the federal, state or local level, or hosting fundraising activities on behalf of CNW is permitted under the following guidelines.

1. *Direct Donations*

CNW is authorized to receive tax-deductible donations under Section 501(c)(3) of the Internal Revenue Code. Direct donations may be made through our website or in the form of cash, checks, securities (common stocks, preferred stocks, bonds), real property, facilities, personal property, and services. CNW may receive direct donations through unsolicited gifts and bequests, as well as through annual appeals, special events and other means.

1. *Grants*

Individuals are permitted and encouraged to apply for grants sponsored by their employers in recognition of volunteer hours, matching gift programs, or the like. Our dedicated fundraising committee is available to assist with answering questions, granting letters of recognition or required documentation. We appreciate and invite recommendations of any potential grants for which CNW could apply but ask that you not apply to philanthropic grants on behalf of CNW, so we can centrally manage all applications and ensure consistency of the data provided on them.

1. *Fundraising Events*

We appreciate, encourage and support to the best of our ability any individuals, organizations, schools, or companies that are interested in hosting a fundraising activity on behalf of CNW. All fundraising activities must be authorized through written approval by the CNW board prior to commencement. Please refer to “Fundraising Activities” below for more information.

1. *In-Kind Donations of Goods and Services*

Each year, CNW compiles a list of items needed for the upcoming Camp season. It is available on our website and social media accounts. The annual “wish-list” provides an opportunity for individuals or organizations to donate in a more specific and tangible way to support CNW. In addition, we accept donations of goods and services from vendors which support our programming each year.

**Fundraising Activities**

All fundraising activities performed to benefit CNW must be authorized through written approval by the CNW Executive Board prior to the use of CNW’s name, logo or other intellectual properties in support of that activity.

Procedure:

1. Anyone interested in sponsoring or holding a fundraiser on behalf of CNW is invited to complete our Fundraising Intent Form and email it to donations@campnoworries.org.
2. Upon review, you will be contacted by a member of the fundraising committee. At that time they may request additional information or will provide you with written approval of your fundraising activity by the CNW Executive Board.
3. Once you have received written approval, it’s time to hold your fundraiser! General principles that should guide all fundraising activities include the following. CNW and all those working to raise funds on behalf of CNW will:
	1. Maintain an accurate accounting of all amounts raised and spent.
	2. Contract, receive support from or otherwise work only with funders and sponsors with a record of performance that will bring no harm to CNW and its affiliates.
	3. Make no explicit endorsements of any individual product, company or third-party organization.
	4. Ensure that CNW’s name, logo(s), and/or trademarks are utilized in an appropriate fashion within the guidelines permitted. Separate board approval is required for any flyers or other promotional materials created for your activity in which “Camp No Worries”, “CNW”, or its logos will be used.
4. In conducting your fundraising activity:
	1. You agree to comply with all pertinent local/state/federal regulations and laws pertaining to fundraising. You are responsible for ensuring that all necessary licensing, tax payments and liability insurance coverage is in place.
	2. Camp No Worries should never be named on a contract related to your activity. You cannot enter into any agreement or take any action of any type which might result in or expose CNW to liability.
	3. Checks written as direct donations to CNW should be made payable to “Camp No Worries” with your or your event’s name in the Memo Line. Unless otherwise communicated to you, payments for event tickets should be made payable to you or your organization. All profits and cash donations received at your event should be included in the final check submitted to CNW and identified appropriately in the accounting records.
5. Unless an alternative timeline was agreed upon in advance of your activity, within three (3) weeks of the conclusion of your event, provide a complete accounting of the following items to donations@campnoworries.org:
	1. Revenue received, expenses paid and final amount to be donated to CNW
	2. Amount of direct-donations received. For gifts greater than $250, please provide the donor’s contact information so we can provide them with a tax-deductible receipt.
	3. For raffles, IRS Form 5754 must be completed by the winners of prizes with a fair market value of $600 or more. Winners must provide their SSN and driver license information.

Any questions you may have prior to or throughout your fundraising activity can be directed to donations@campnoworries.org.

Intent Form for Fundraising Activities

**Contact Information**

Point of contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If event is sponsored by a minor, please provide information for a parent, guardian or adult over 18)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emails: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Affiliated school, company, group, or organization (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you volunteered with CNW in the past? \_\_ YES \_\_ NO

If you have not previously volunteered with CNW, what is your connection to or interest in becoming involved with CNW?

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**Fundraising Information**

Date of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (City) \_\_\_\_ (State)

Please provide a brief description of the intended event/activity:

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What is the targeted amount to be raised (after expenses): $ \_\_\_\_\_\_\_\_\_\_\_\_\_

To what degree (if any) would you require involvement from Camp No Worries?

(e.g. CNW brochures, flyers, promotional material, social media posts, speakers/volunteers during the event, etc.)

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