

What is community fundraising?

Community fundraisers are promotions, events, activities, or sales organized and executed by supporters who want to generate revenue for CCR programs. CCR may be a full or partial beneficiary and may or may not provide volunteer support or promotion to our constituency.

How we can partner

We love partnering with passionate child advocates and anyone looking to make a difference in early learning. The following packet will walk you through some of the things to think about when creating an event or promotion for CCR as well as provide the forms we need to make your event successful.

Child Care Resources can provide:

- Event ideas and implementation guidance if requested
- CCR logo, messaging and promotional material design and distribution guidance if requested
- Promotion of the event to our constituency, time and capacity permitting
- CCR outreach staff representation at event, time and capacity permitting

CCR might be able to provide:

- Volunteers to help execute event/activity
- CCR promotional items
- CCR leadership or program staff to speak about the organization and impact

CCR cannot provide:

- Tax exemption for event-related expenses
- Individual donation receipts for gifts, unless they are made directly to CCR
- Insurance, permitting and/or liability coverage

For more information, please contact events@childcare.org





Community Fundraising Agreements

To successfully partner with you for an event, please read and agree to the following guidelines before submitting a proposal.

1. The host is responsible for any and all expenses related to the execution of the proposed event/activity. CCR is not responsible for any expenses or debts incurred.
2. The host is responsible for all permitting, insurance and licensing needed to host and execute the proposed event. CCR does not provide liability insurance or acquire necessary permits or licenses for community events. The proposed activity must comply with all applicable state, local and federal laws and regulations.
3. The host must disclose the identity of additional beneficiaries (if any) at the time of proposal.
4. Child Care Resources will provide official logo and other organizational messaging and files requested, and must approve all promotional materials before they are distributed/ produced. The CCR name and logo may not be used by any outside individual or organization to solicit prizes, sponsorship, underwriting, or cash donations from another organization in order to support the event.
5. The host is fully responsible for the planning, staffing and promoting of the event/activity.
6. Child Care Resources will promote community events within our constituency as we feel appropriate, based on ongoing organizational communications, audiences and internal resources. CCR does not share the names or contact information of any person or company in our constituency. CCR does not purchase media to promote community events.
7. Child Care Resources will attempt to recruit volunteers if needed, based on clearly stated needs and volunteer job descriptions from the event organizer, internal capacity and at least 30 days' notice.
8. The host will clearly disclose/state to donors the exact portion/percentage of activity proceeds that will be given to Child Care Resources.
9. Child Care Resources will provide donation receipts for contributions made directly to CCR (checks made payable to Child Care Resources or made on CCR website). The host may direct donors to the CCR donation webpage to collect contributions, which would qualify for a CCR donation receipt. The use of CCR's tax ID# requires prior approval by CCR staff. In general, all individual payments processed by the host would not qualify as fully tax-deductible donations to CCR, but the contribution presented to CCR after the activity would qualify for a single donation receipt to the host.

I have read and agree to the guidelines laid out above. _____
Signature



Community Fundraiser Proposal Form

Event Name: _____

Organizer name or company: _____

Event Date: _____

Expected attendance and demographic: _____

Event description and revenue potential: _____

Promotional requests: _____

Volunteer requests: _____

Would you like a CCR promo table? _____ Would you like to request a CCR speaker? _____

Co-beneficiary (if any): _____

Committed sponsors: _____

Please send this proposal form along with the signed agreement pages to events@childcare.org or contact us with questions at 206 329-1011 x270



1225 S Weller St, Ste 300 | Seattle, WA 98144

Tax ID 91-1465046

I, _____, ("Host") hereby agree to the terms indicated in this agreement to provide proceeds to Child Care Resources. This agreement shall be in effect for one (1) year from the date of signing by both parties. If this agreement should change, Child Care Resources reserves the right to have a new agreement put into place or to withdraw completely from the event, proceeds program, or sale.

DONATION PROGRAM

I am raising donations as:

an individual a company a community group other: _____

If raising donations on behalf of a company or other organization:

I, _____, hereby agree that I am the agent authorized to enter into this agreement, the proceeds from which will be donated to Child Care Resources on behalf of:

Organization Name

Organization Address

I am raising donations as part of:

an event a proceeds program sale of merchandise other: _____

Product/Event Program Name: _____

Describe how Child Care Resources will benefit: _____

Sale price: \$ _____ (if applicable) Event/Promotion Date(s): _____

Amount of proceeds to be donated to Child Care Resources (whole dollar or percentage): _____

FUNDRAISING, REPORTING, & DONATIONS

I understand and agree that I will not represent myself or my organization as an agent of Child Care Resources in order to raise funds or secure other benefits for my donation program. _____ (Initial)

I understand that financial records pertaining to this agreement will be made available to Child Care Resources upon request. I further understand and agree to return monetary donations to Child Care Resources within 30 days of the close of my promotion, by check or EFT issued to Child Care Resources (1225 S Weller St, Ste 300, Seattle 98144) unless otherwise agreed upon by both parties. _____ (Initial)

CHILD CARE RESOURCES BRAND IMAGE

I understand and agree that Child Care Resources' name and logo are powerful representations of that organization's commitment to a strong early learning system with access for all children. I further agree to adhere to Child Care Resources' branding standards when using the organization's name or logo, to use the official Child Care Resources logo provided to me by Child Care Resources, and to obtain written approval by Child Care Resources of any materials before they are posted. _____ (Initial)

I understand and agree that Child Care Resources' participation in this donation program in no way reflects an endorsement or recommendation of my product, service, company, or self, nor will I advertise it as such.

I wish to use Child Care Resources' official logo/name in my promotion materials. Please email it to the following email address: _____

PROMOTION & RESPONSIBILITY

I understand and agree that Child Care Resources will promote this event or product only when Child Care Resources deems it appropriate. Child Care Resources will not fundraise on behalf of the event, product, or proceeds program; will not be held liable for the success of the promotion of said event or product; and will not be responsible for the costs of insuring, promoting, staffing, operating, manufacturing, or distributing the product, event, or proceeds program. _____ (Initial)

Child Care Resources will not provide donor-sensitive information to a third party.

X _____
Authorized Agent of Product, Event, or Proceeds Program

Date

Print Name

Company Name

Address

Email

Phone Number

X _____
Child Care Resources Representative

Date