

COMMUNITY FUNDRAISING GUIDELINES

Thank you for interest in supporting Fort Worth Public Library Foundation! Please review the following guidelines to determine if your event is a match with FWPLF. If so, please complete the community fundraising application at least 14 days in advance of your event. Once your application is received, you'll receive contact within one week.

TYPES OF EVENTS GENERALLY APPROVED

- The sharing of brochures, informational sessions, corporate team building events, corporate client events, sporting events, 'jeans day' at offices, hosting celebrations, sports days, etc.

TYPES OF EVENTS GENERALLY DECLINED

- An individual raising funds on a commission, bonus or percentage basis
- The sale of services by use of the telephone
- Raffle sales
- Anticipated event expenses exceeding 30 % of income

IF YOUR EVENT IS APPROVED

Funds shall be solicited in a respectful manner and without pressure.
Promotional materials must state that 'All proceeds benefit FWPLF.'
FWPLF must approve all promotional materials in which FWPLF logo is used.

EVENT ORGANIZERS ARE RESPONSIBLE FOR

- All expenses related to the fundraiser
- Creating and maintaining invitation and attendee lists
- Advertising and marketing of the event
- Designing and producing any communication materials
- Obtaining all necessary permits, licenses and insurance
- Providing fair market value information to FWPLF for any event related expenses (ie. ticket, admission, auction items)

FWPLF CANNOT

- Extend its tax exemption to your event
- Issue receipts for donations not made directly to FWPLF or with accompanying recording documentation
- Enter or cause to be entered into any contracts or agreements regarding the event
- Provide insurance coverage or secure permits
- Providing banking, funding, or reimbursement of expenses
- Provide volunteers or guarantee attendance of FWPLF staff at the event

Event organizers indemnify and hold harmless FWPLF from all claims and liabilities that may arise from any acts or omissions of event organizer's agents, volunteers, or employees, or from any claim by it or anyone else relating to the quality, performance or failure to perform during the specified period of the event.

POST EVENT

- Event proceeds should be forwarded to FWPLF within 60 days of event.
- Contributions made to FWPLF are tax deductible to the fullest extent of the law when they are received and acknowledged directly from FWPLF.
- Donors will receive gift acknowledgment letters from FWPLF indicating that their gifts are tax deductible for any credit card gifts processed through the FWPLF donation page.
- Donors will receive gift acknowledgment letters from FWPLF indicating that their gifts are tax deductible for any checks made out to FWPLF.
- Cash donations may receive tax acknowledgment if event organizer completes recording documentation including donor name, address, and gift amount. If no recording documentation is completed the person or entity delivering the cash will be recorded as the donor and will receive the appropriate acknowledgment.

FWPLF Community Fundraising Request

I have read and will comply with the FWPLF fundraising guidelines as outlined in the Community Fundraising Guidelines received.



Signature

Date

Thank you for interest in supporting Fort Worth Public Library Foundation! If you have reviewed the guidelines and determined your event is a match with FWPLF, please complete the community fundraising application at least 14 days in advance of your event. Once your application is received, you'll receive contact within one week.

Last Name

First Name

Name of Organization

Nature of Organization

Email

Phone

Address

Name/Title of Event or Program

Website Address

Description of Event/How Will Funds be Raised

Location of Event

Date of Event

Hours of Event

Budget for Event

Event Sponsors/Underwriters

Projected Income

Projected Expenses

Projected Attendees

Projected Contribution to FWPLF

Any Assistance Requested from FWPLF