



**RONALD MCDONALD HOUSE CHARITIES OF SOUTHERN WEST VIRGINIA ("RMHC")
Fundraising/Event Activity Proposal Form**

1. Organizer Information

Name of organization or individual: _____
Contact person: _____
Telephone: _____ Fax: _____ e-mail: _____
Address: _____
City: _____ State: _____ Zip: _____

2. Fundraising Activity/Event Information

Name of activity/event: _____
Description: _____

Location: _____
Date(s) and times(s): _____
Date activity/event will end: _____
(Donations must be delivered to RMHC of Southern WV within 30 business days of this date.)
Method of raising funds, including fees charged: _____

Fundraising goal: _____
Is Ronald McDonald House Charities of Southern West Virginia the sole beneficiary of this activity/event?
___ Yes ___ No If not, who are the other beneficiaries? Please describe

Do you plan to pay an individual or organization to help plan, manage or conduct the activity/event or to solicit contributions? ___ Yes ___ No If Yes, please explain

Name(s) of any organization with whom you will have any contract or agreement in relation to the activity/event, including sponsors:

Will you be advertising or publicizing this activity/event? ___ Yes ___ No If so, who will be handling these tasks? Please describe:

(Any promotional material including RMHC of Southern WV name or logo must be approved in advance).

Do you have a media sponsor? If so, who? _____
Who is your target audience? _____ Estimated attendance: _____
Is a *Special Event Liquor License* required for your event? ___ Yes ___ No

(Please attach approvals by local authorities and evidence of insurance. Your organization must indemnify and hold harmless Ronald McDonald House Charities of Southern West Virginia from and against any liability, claims, damages or expenses due to or arising from the event.)

Are you holding a raffle or an auction as part of your event? ___ Yes ___ No

(Please attach a copy of your license, if required by State law. If you don't know how to obtain a license, please contact your attorney and/or state authorities.

Is your group a registered Section 501(c)(3) nonprofit organization? ___ Yes ___ No (If yes, please attach the Letter of Determination)

Does your organization have a charitable solicitation license? ___ Yes ___ No (If yes, please attach a copy to this form)

If an individual, do you have a professional fundraiser license? ___ Yes ___ No (If yes, please attach a copy to this form)

What are your expectations of Ronald McDonald House Charities of Southern West Virginia? (Staff representation at the fundraising activity/event, promotional materials, etc.):

Note: We will do our best to accommodate staff representation if requested, but cannot guarantee attendance.

3. Use of Funds Suggestion

Please indicate any suggestions or preferences for the use of the donated funds. Ronald McDonald House Charities of Southern West Virginia will give consideration to suggestions, but reserves the right, in its sole discretion, to determine how charitable funds will be used.

4. Financial Information

Please estimate:

Total Proceeds A.\$_____

Estimate of net proceeds that you expect to donate to RMHC D.\$_____

Expenses (include costs such as printing, food,

Anticipated date of your donation:_____

entertainment, equipment rental, promotion, etc.) B.\$_____

Anticipated net proceeds C.\$_____ (A minus B)

I agree that the information provided in this document is accurate and further agree to the terms set forth in Ronald McDonald House Charities of Southern West Virginia Fundraising Protocol document.

Signature: _____ Date: _____

All proceeds for the event(s) shall be delivered to RMHC of Southern WV within 30 days of the event.

Mail completed form to:
Ronald McDonald House Charities of Southern West Virginia
910 Pennsylvania Avenue, Charleston, WV 25302

-OR- send an e-mail to: Bri@CharlestonRMHC.org

Thank you for your interest in raising funds for RMHC of Southern WV. You will be notified within ten (10) days of receipt of your completed form. Please be aware that further clarification may be needed prior to approval.