



Women's Center & Shelter of Greater Pittsburgh

Community Fundraiser Agreement

This agreement is designed to help individuals, businesses, and organizations host successful fundraising drives and events to benefit Women's Center & Shelter of Greater Pittsburgh (WC&S) while remaining in compliance with state and federal law regarding fundraising activities. It is important to follow the guidelines set forth in this agreement to protect the donors to your fundraiser, you and/or the organization hosting the fundraiser, and WC&S from unintended penalties. **WC&S reserves the right to refuse any donations that are collected outside of the guidelines set forth in this agreement.**

Guidelines:

1) *Community Fundraiser Proposal*

Before hosting a fundraiser for WC&S, you must submit a [Community Fundraiser Proposal](#) and await approval. Please submit your proposal at least four weeks prior to your fundraiser's proposed start date. Approval may take as many as 3-5 business days.

2) *WC&S Name and Logo Use*

Use of the WC&S name and logo is strictly prohibited until your Community Fundraiser Proposal has been approved. WC&S will provide access to logos and wordmarks as needed.

To avoid confusion about who is hosting the event, the WC&S name should not be used in the title of your event, as in "Women's Center & Shelter Fundraiser Concert." You may instead add "to benefit Women's Center & Shelter of Greater Pittsburgh" at the end of your event title, as in "Fundraiser Concert to benefit Women's Center & Shelter of Greater Pittsburgh."

3) *WC&S Involvement*

Due to the number of community fundraiser proposals we receive, WC&S can only provide limited, if any, support to the community members planning them. WC&S will:

- a. Provide acknowledgment to your donors when able;
- b. Send a representative to your fundraising event (if requested in the Community Fundraiser Proposal and if schedules allow); and
- c. Provide you with our logo for marketing purposes.

4) *Marketing Approval*

If you plan to market your community fundraiser, WC&S requires you to pass all marketing materials by our Marketing Communications Specialist for approval before publicizing your event.

5) *Legal Compliance*

As an agent fundraising on WC&S' behalf, you must comply with all applicable laws including Pennsylvania's Solicitation of Funds for Charitable Purposes Act which requires that any written confirmation, receipt, or reminder of a contribution made pursuant to an oral solicitation and any written solicitation shall conspicuously state:

“Women’s Center & Shelter of Greater Pittsburgh is a non-profit 501(c)(3) charitable organization. A copy of the official registration and financial information for Women’s Center & Shelter of Greater Pittsburgh may be obtained by calling toll free, within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement.”

All parties hosting community fundraisers to benefit WC&S MUST incorporate this language in all solicitation letters, receipts, posters, event tickets, brochures, and all other similar items.

6) *Other Requirements*

You are responsible for reporting and other requirements including licensing, tax payment, and liability insurance covering WC&S. You may need to apply for a Small Games of Chance License for some raffles or 50/50 drawings (learn more at the [Pennsylvania Department of Revenue website](#)).

7) *Financial Obligations and Contracting*

No contracts of any kind are to be signed by the person(s) or organization planning the community fundraiser on behalf of WC&S.

Your financial obligations include:

- a. Maintaining financial controls and records related to all fundraising activities.
- b. Ensuring that all donations made by check are made payable to “Women’s Center & Shelter of Greater Pittsburgh.”

Checks should not be deposited in a personal account as it could jeopardize the tax deductibility of the donations and result in tax penalties for the event planners.

- c. Turning over all donations to WC&S within two weeks of the end of the fundraiser and including:
 - i. A total valuation of all funds/items raised.
 - ii. Completed Donor Receipt Forms for all donors who require a tax receipt. This form must be completed in full with:
 1. The donor’s full name;
 2. The donor’s address,
 3. The date and amount of the donation; and
 4. A description of goods and services provided in exchange for the donation (please see the Donor Receipt Form for further details).

8) *Liability*

The person(s) or organization responsible for planning your community fundraiser agree to release Women’s Center & Shelter of Greater Pittsburgh to the fullest extent permissible under the law all claims and demands of any kind associated with the event, and indemnify WC&S for all liability or costs that may arise in respect to any damage, loss or injury to any person in any way associated with the event.