



COMMUNITY FUNDRAISER EVENT GUIDELINES & AGREEMENT FORM

RAICES thanks you for your interest in becoming a Community Fundraiser! A Community Fundraiser is a proud supporter of RAICES who wishes to host their own fundraising event to further our mission. From bake sales to open-mic nights, fundraisers such as yours are crucial to providing support to our brothers and sisters across the border.

The following guidelines and FAQ were created to uplift and empower your fundraising efforts.

HOW DO I GET STARTED WITH MY FUNDRAISING EVENT?

Read through our Community Fundraiser Event Guidelines, and then sign and submit the agreement form on the last page to donations@raicestexas.org. Please use the subject line “[FUNDRAISER NAME] AGREEMENT FORM.” If your fundraiser requires any additional support or coordination from RAICES, it is recommended you submit your form at least 90-days prior to your tentative start-date.

DO YOU OFFER ONLINE FUNDRAISING SITES FOR COMMUNITY FUNDRAISERS TO USE?

Yes! Please check out our peer-to-peer fundraising page on our website at <https://www.raicestexas.org/donate/start-a-fundraiser>. You can set your own goal, track and thank your donors, and have your own unique URL that you can share with your network!

If your fundraiser only requires the peer-to-peer platform, such as a Birthday Fundraiser or Wedding Gift Fundraiser, then you do not need to provide the agreement form.

FUNDRAISING EVENT GUIDELINES

Please read through the following guidelines and then sign and submit the Agreement Form.

❖ DISCLAIMER

Although you are welcome to use our name to inform your network where the funds raised will be directed, we ask that you are clear with your network that you are not affiliated with RAICES. This can include having disclaimer on any of your promotional materials indicating that you are a “supporter of RAICES” or the fundraiser will “benefit RAICES.”

❖ LOGO USAGE

RAICES can supply a logo for promotional material, however, permission to use our logo does not authorize any alterations to our logo. If requesting a logo, please state the request in your email when submitting the Agreement Form to donations@raicestexas.org.

❖ **PUBLICITY AND PROMOTION**

RAICES requests to review all promotional materials intended for public release and dissemination. RAICES can provide a PDF copy of a one-page flyer that shares an overview of our work. RAICES cannot guarantee the promotion of your fundraiser on any of our publications, including social media, or ensure the attendance of our staff at the fundraiser.

❖ **FINANCIAL ACCOUNTABILITY AND EXPECTATIONS**

RAICES is not fiscally responsible for any community fundraisers. RAICES is unable to provide funding, pay expenses, obtain permits, or provide reimbursements.

❖ **DONATION PROCEEDS**

When a **for-profit entity** states that the sale of an item will benefit a charity—such as RAICES—it is considered a **commercial co-venture**. Depending on the state the promotion will take place in (see below), these types of promotions have certain requirements and regulations. This process can incur costs for the nonprofit organization.

<i>States that strictly regulate Commercial Co-Ventures</i>
<i>Alabama, Hawaii, Massachusetts, Mississippi, New Hampshire, New Jersey, South Carolina,</i>

To ensure that our funding’s priority is to support our programs and the communities we serve, RAICES only pursues Commercial Co-Ventures for a limited number of high-impact campaigns. We encourage donation proceeds promotions to consider another type of campaign, such as:

- **Proud Supporter Campaign:** A Proud Supporter is what you call a business that gives a donation to a nonprofit organization, but does not tie the donation to any kind of sale of good.
- **Community Engagement:** A Community Engagement Campaign can encourage your customers to help raise funds and awareness for the cause. This can be done by setting up your own peer-to-peer fundraising page/team on the RAICES website and encouraging your customers to promote and share on their own social media channels.
- **Dual Incentive Method:** Similar to a Community Engagement Campaign, a dual incentive promotion is when a company provides an incentive to drive consumer donations (e.g., a donation match).
- **Consumer-Directed Donation:** This promotion allows consumers to determine where and how a company’s donation is allocated, either from a setlist or by “nominating” favorite charities.

- **Volunteerism:** In Volunteerism, businesses ask their customers and employees to donate their time for a cause, rather than donate money.
 - At this time, RAICES' volunteer opportunities are only located in the San Antonio area. Please visit www.raicetexas.org/volunteer for more information.

If you're not a for-profit entity **OR** you're a for-profit entity located outside the states listed above **OR** your promotion is purely online-only, RAICES highly recommends you:

- **Make promotional materials clear.** Consumers need to know where their money will be directed. Please make sure your marketing materials clearly communicate that RAICES is the beneficiary of the fundraiser and detail your fundraiser's start and end dates, if applicable.
- **Tell consumers the amount (or the percentage) being donated.** Please avoid vague phrases such as "a portion of the proceeds ..." Instead, use a fixed dollar statement or percentage, e.g. we'll donate \$1 for every \$10 spent. Also, please state if there is any minimum or maximum donation amount from your business.
- **Report the results.** It is recommended to keep records regarding the promotion and communicate the dollar amount raised for the charitable organization at the conclusion of the campaign.

If you're interested in forming a larger partnership, please reach out to our Director of Commercial Partnerships Ulises Soler, ulises.soler@raicetexas.org

DELIVERING FUNDS RAISED

Funds can be donated by a check made out "RAICES" or "Refugee and Immigrant Center for Education and Legal Services." Checks can be mailed to RAICES, ATTN: Accounting, 1305 N. Flores St., San Antonio, TX 78212. Please include a letter stating your fundraiser's name.

Funds can also be donated by using our online website form: <https://www.raicetexas.org/donate>. If you donate the raised funds through our website forms, it is recommended you notify RAICES via email that the funds have been donated. This ensures that we correctly attribute the donation to your fundraising event.

If you used the Peer-to-Peer Fundraising page hosted by Classy, no action is needed.

SUBMITTING THE AGREEMENT FORM

Thank you for reviewing our Fundraising Event Guidelines. If you agree to the guidelines listed, please fill out the Agreement Form on the following page and send it donations@raicetexas.org. Please put your fundraising title/name in the subject line along with "Agreement Form." For example, Sara's Lemonade Stand Agreement Form.

If you have any additional questions or concerns, please reach out to donations@raicetexas.org, and we will follow up with you as soon as possible.



COMMUNITY FUNDRAISER EVENT AGREEMENT FORM

Name of Organization/Company *(if applicable)*

Main Contact Name

Main Contact Email

Main Contact Phone Number

We/I have read and agreed to the guidelines listed in the Community Fundraising Event Guidelines:

- ❖ We/I will conduct ourselves in a responsible, professional, and compassionate manner and uphold the values that reflect the RAICES mission.
- ❖ We/I will ensure that participants/customers/supporters are aware that the event is an independent fundraiser and not being held, sponsored, or organized by RAICES.
- ❖ We/I will only use the RAICES logo for promotional materials and will seek approval from RAICES for these materials prior to publishing and distribution.
- ❖ We/I understand that RAICES is not fiscally responsible for the fundraiser.
- ❖ We/I read and understand the state regulations that accompany a donation proceeds promotion and will disclose the donation amount or percentage to my consumers.
- ❖ We/I agree to be honest and transparent with our network and supporters.

We/I understand that if any of the above conditions are violated, this agreement will be terminated and RAICES will ask that you forgo using our name/likeness in any fundraising activities.

If you have any questions, please reach out to donations@raicestexas.org.

Signature

Date