



**Ronald
McDonald
House®**
Northeast Indiana

Third-Party Fundraiser Application

Thank you for choosing Ronald McDonald House Northeast Indiana! Please complete this application and submit it to Ronald McDonald House Northeast Indiana for approval 30 days prior to your fundraiser. Please note: your application must be approved prior to publicizing or holding a fundraiser benefiting Ronald McDonald House Northeast Indiana.

Contact information:

Date Submitted: _____

Organization Name: _____

Contact Name: _____

Mailing Address: _____ City/State/Zip: _____

Phone: _____ Cell: _____ Fax: _____

E-mail: _____ Company website (if available): _____

☐ Yes, I would like to receive the RMHC of Northeast Indiana E-newsletter!

Fundraiser information

Fundraiser Name: _____

Description: _____

How will you promote your fundraiser? _____

Date: _____ Time: _____ Location: _____

Is this event open to the public? ☐ Yes ☐ No Number of people expected: _____

Past fundraisers:

Have you previously organized a third-party fundraiser for Ronald McDonald House Northeast Indiana?

☐ Yes ☐ No

If yes, briefly describe the fundraiser and the gift provided to Ronald McDonald House Northeast Indiana:

Financial information:

How will you raise funds through your fundraiser (e.g., ticket sales, donations, auctions, etc.)?

Will Ronald McDonald House Northeast Indiana be the sole beneficiary of your fundraiser? ☐ Yes ☐ No

If not, please list the other beneficiaries and how proceeds will be divided: _____

How much do you expect to raise through your fundraiser? _____

A. What are your total expected expenses? (Should not exceed 50% of total expected income) \$ _____

B. What are your anticipated net proceeds? (A minus B = C) \$ _____

C. Are you seeking sponsorship(s) for your fundraiser? ☐ Yes ☐ No

If yes, whom do you intend to contact? _____

Marketing and promotions:

Upon approval, you may, in most instances, use the Ronald McDonald House Northeast Indiana name and logo. Ronald McDonald House Northeast Indiana must approve all promotional materials before print or distribution, including, but not limited to, fliers, email, web content, and press releases. All materials must clearly indicate that the fundraiser is not sponsored by Ronald McDonald House Northeast Indiana and should be listed as a beneficiary. Any conversations with the media regarding Ronald McDonald House Northeast Indiana and the fundraiser must be approved by a Ronald McDonald House Northeast Indiana representative. Ronald McDonald House Northeast Indiana reserves the right to withdraw the use of its name and logo at any time.

Ronald McDonald House Northeast Indiana would be pleased to offer assistance with any of the following in support of your fundraiser (please note that third-party fundraisers are to be hosted by the organization).

- ☐ Letter of Endorsement
- ☐ Ronald McDonald House Northeast Indiana Logos
- ☐ Press Release Distribution
- ☐ Social Media Promotion
- ☐ Information about Ronald McDonald House Programs

THIRD-PARTY APPROVAL:

Each third-party Fundraiser will be considered individually. Generally, the following fundraisers will not be approved:

- Fundraisers held in close physical proximity to or on a date close to another Ronald McDonald House Northeast Indiana event.
- Fundraisers that require Ronald McDonald House Northeast Indiana to sell merchandise, tickets, coupons, etc.
- Fundraisers that require Ronald McDonald House Northeast Indiana to purchase a booth.
- Fundraisers that require significant assistance from Ronald McDonald House Northeast Indiana staff and volunteers.
- Fundraisers associated with businesses or individuals known to conduct themselves in a manner not compatible with Ronald McDonald House Northeast Indiana's mission and values.
- I/We hereby acknowledge the following:
- I/We agree to provide adequate staffing and volunteers for this fundraiser.
- I/We agree to comply with all requirements of the IRS regarding donation receipts related to this fundraiser.
- I/We agree to use our own mailing list for this fundraiser.
- I/We acknowledge that Ronald McDonald House Northeast Indiana auditors may request verification of revenue from fundraisers through which contributions are made to Ronald McDonald House Northeast Indiana.
- I/We acknowledge that I/we have read the Ronald McDonald House Northeast Indiana Guidelines for hosting a

Third-Party Fundraiser.

- I/We have completed the Ronald McDonald House Northeast Indiana Fundraiser Release form.
- I/We acknowledge Ronald McDonald House Northeast Indiana will not assume any legal or financial liability for the above-referenced fundraiser.

Fundraiser Coordinator/Contact Name and Title

Date

Ronald McDonald House Northeast Indiana Representative

Date

Thank you. Because of your support, families stay.

Office Use Only: ____Approved: ____Denied: ____Notified: ____

Comments: _____