



Partner Fundraising Event Guidelines

If your business or organization is planning to hold a fundraising activity, you can make an empowering impact in the lives of girls across Greater Indianapolis by donating funds to support Girls Inc. of Greater Indianapolis.

A community fundraiser is an event organized by a volunteer, community group or business to benefit Girls Inc. of Greater Indianapolis. It is not an official Girls Inc. activity. Acting independently but with Girls Inc. of Greater Indianapolis approval, community fundraisers support us in many ways. Not only are you raising funds to empower girls to be strong, smart, and bold, but you are also raising public awareness of Girls Inc. and the important work we do. We are very grateful for your help.

Fundraising Guidelines

A Partnership Proposal must be submitted to ljourdan@girlsincindy.org at least one month before your event in order for us to provide permission for use of our registered name and logo. All requests will be approved or denied. A representative from Girls Inc. will contact you with the answer. The names “Girls Inc.” and “Girls Inc. of Greater Indianapolis” are the sole property of Girls Inc., and may not be used without the express written consent of Girls Inc. of Greater Indianapolis.

All third party fundraisers in support of Girls Inc. must align with our mission, vision, and values.

Event organizers and participants must abide by all local and state laws when planning, managing, reconciling, and sending in donations for a Girls Inc. fundraising event.

Bingo, raffles, sweepstakes and other gaming activities normally require a gaming license. The responsibility to obtain the gaming license falls solely on the event organizer. Only proceeds from legal gaming activities may be accepted by Girls Inc.

Girls Inc. does not participate in events that endorse a political party, cause, or candidate.

Publicity

All event materials that include the Girls Inc. logo, including, but not limited to, advertising, press releases, posters, flyers, tee-shirts and public service announcements, must be reviewed and approved by us prior to distribution.

All third party events must be publicized and conducted in a manner that makes it clear that Girls Inc. of Greater Indianapolis is the beneficiary, not the sponsor or host of the event.

Promotional materials must clearly state that the event is raising funds that will benefit Girls Inc. of Greater Indianapolis (e.g. “proceeds benefit Girls Inc. of Greater Indianapolis”).

Event names may not incorporate the Girls Inc. name, as in “Girls Inc. Walk-a-thon.” The Girls Inc. name may be used in a second clause identifying the relationship of the event with Girls Inc., such as “Jane Doe Walk-a-thon, benefitting Girls Inc. of Greater Indianapolis.”

Please contact us for information on how we can support your publicity efforts.

Fundraising Event Ideas

- Benefit concert
- Walk/Run/Skip/Dance-a-thon
- Benefit barbeque
- Book Sale
- Refreshment Stand
- Gala Event
- Trivia night
- Cook-off
- Donations in lieu of gifts
- Food Sale

Financial Policies

For donors to receive a tax receipt from Girls Inc. they must make a payment by check or credit card directly to Girls Inc. Girls Inc. cannot issue a tax receipt for payments made to the event organizer or any other organization. That means that if you decide to accept payments directly from event participants they will not receive a tax receipt from Girls Inc. This must be clearly communicated to event participants.

Donors must be informed that the tax deductible amount of a donation is only the amount that is over and above the value of any goods or services received in exchange for the donation. For example, if a participant pays \$200 to participate in a golf outing and the value of the outing is \$50, the donation amount is \$150. If a donor pays less than the value of an item, they will not receive a tax deduction.

If goods are sold to raise money as part of a fundraising event it must be made clear to the event participants what percentage of the sale price benefits Girls Inc. of Greater Indianapolis.

All expenses are the responsibility of the event organizer. Girls Inc. is not responsible for any expenses incurred for a third-party fundraising activity, and will not advance funds or reimburse expenses. If you are going to attempt to secure corporate support, please contact us first. You may not purchase goods or services under the Girls Inc. name, and the Girls Inc. sales tax-exemption (on purchases) cannot be extended to any third-party event or fundraising effort.

Within 15 days after your event, please personally deliver or send all donations via certified US Postal mail (with tracking) to Girls Inc. of Greater Indianapolis, 3935 N. Meridian Street, Indianapolis, IN 46208. Please include the method of calculation of the donation.

Girls Inc. Partner Fundraising Event Partnership Proposal

Please complete and submit this Partnership Proposal to ljourdan@girlsincindy.org at least one month before your event in order for us to provide permission for use of the registered name and logo. All requests will be approved or denied through the Development Committee of the Girls Inc. of Greater Indianapolis Board of Directors. The name Girls Inc. and Girls Inc. of Greater Indianapolis are the sole property of Girls Inc., and may not be used without the express written consent of Girls Inc. of Greater Indianapolis.

Organizer Name: _____

Event Name: _____

Event Start and End Time: _____

Event Location: _____

Expected Attendance: _____

Expected Amount to be Raised and/or Method of Calculating Donation: _____

Expected Participant Age Range: _____

Confirmed Sponsors, Expected Sponsors, and Organizations Receiving Donations:

Purpose of Event: _____

Planned Publicity: _____

Need Girls Inc. Staff or Volunteers: Y _____ N _____ Number needed: _____

Other Girls Inc. Assistance Needed: _____

I have read and agree to the Girls Inc. of Greater Indianapolis Partner Fundraising Event Guidelines:

Organizer Signature: _____ Date: _____

Email: _____ Phone: _____

Thank you for your interest in supporting Girls Inc.! We will be in contact with you as soon as possible regarding your event.