

COMMUNITY FUNDRAISING GUIDELINES

Rehema Home is grateful for the local and global supporters who help us provide for the extraordinary children in our care. We are delighted that you are interested in raising funds for Rehema Home. Community fundraisers are an important way to support our mission and introduce others to Rehema's work. These guidelines are intended to help your fundraiser succeed while ensuring that donors clearly understand how funds will be handled and that Rehema can properly account for and steward funds raised on its behalf.

FIRST STEPS

- Notify Rehema Home of your intention to hold a fundraiser **at least 6 weeks in advance**
- Submit a **completed Community Fundraising Agreement** (pg 3) for approval before promoting the fundraiser
- If you wish to raise funds for a specific need or purpose, that must be **discussed with and approved by** Rehema Home before fundraising begins.

Important Note: Approval of a fundraiser does not authorize the Organizer to make commitments, purchases, distributions, or other decisions on behalf of Rehema Home.

FUNDRAISING PURPOSE

Unless otherwise approved and confirmed in writing, funds raised for Rehema Home will support Rehema's ongoing programs and areas of greatest need. Organizers are welcome to propose a specific fundraising purpose. Rehema will consider such requests in light of its mission, current priorities, available resources, donor obligations, and the needs of the children and communities we serve. Once funds are contributed to or received by Rehema Home, **Rehema retains responsibility for determining how those funds are spent or distributed**, consistent with any donor restrictions accepted by Rehema. Community Organizers may recommend or propose a fundraising purpose but **may not independently distribute, redirect, or spend Rehema Home funds**.

CHARITABLE CONTRIBUTIONS & LIMITATIONS

Charitable contributions are donations made directly to Rehema Home and are not associated with ticket costs, food sales, or any goods or services. Whenever possible, these should be made directly to RH through:

- a Rehema-provided online donation link; or
- a check payable to Rehema Home.

Charitable contributions made to Rehema may not be deposited into an Organizer's personal or business account, used to pay event expenses, redirected to another person or organization, or otherwise distributed by the Organizer. Rehema Home will provide charitable gift receipts when appropriate for qualifying contributions received directly by Rehema. Organizers may not issue tax receipts on Rehema's behalf or promise a donation is tax-deductible.

INDEPENDENT COMMUNITY EVENT REVENUE

Some community fundraisers are independently organized events in which the Organizer collects event revenue and pays the costs of conducting the event. Examples may include ticketed dinners or events; benefit sales; community markets; OR other events where a stated amount or portion of proceeds benefits Rehema. In these situations, the Organizer may collect event revenue and pay reasonable event expenses.

The Organizer must clearly communicate to participants whether:

- all proceeds benefit RH (100% of event revenue collected is remitted to Rehema Home, and event expenses are paid separately by the Organizer or another sponsor);
- net proceeds benefit Rehema (amount of funds raised *after* event costs are covered);
- a specified percentage of sales benefits Rehema; or
- a specified dollar amount will be contributed to Rehema.

The amount represented to the public as benefiting Rehema must be remitted to Rehema promptly following the fundraiser. For example, if an Organizer states that "net proceeds benefit Rehema Home," legitimate event expenses may be paid before the remaining proceeds are remitted. If guests are instead asked to "make a donation to Rehema Home," those donations belong to Rehema and may not be reduced by the Organizer's event expenses.

REHEMA-OPERATED EVENTS

If Rehema Home operates the event or agrees in advance to receive event revenue directly, all revenue will be processed through Rehema Home accounts. Expenses will be paid or reimbursed only in accordance with Rehema's established financial procedures and any agreement made in advance with the Organizer.

MARKETING AND PROMOTION

Rehema Home is not required to, but may:

- share approved event details on social media or in its e-newsletter;
- provide an approved digital version of its logo;
- provide approved descriptions of Rehema and its work.

All materials that reference Rehema Home or use the Rehema Home logo must be **submitted for review at least 14 days before proposed use and approved in writing**. Unless specifically authorized, the Organizer may not represent themselves as an employee, agent, spokesperson, or official representative of Rehema Home. The Organizer is responsible for the cost of promotional materials. These costs are either the responsibility of the Organizer or can be offset by event proceeds if donors are told "net proceeds benefit RH".

DONORS AND SPONSORS

Organizers must coordinate with Rehema Home before soliciting a prospective donor or sponsor for \$500 or more, in order to avoid duplicate or conflicting requests. Organizers may not promise:

- a specific expenditure not previously approved by Rehema;
- naming rights, recognition, goods, or services on Rehema's behalf;
- that Rehema will undertake a particular program or project; or
- that a contribution will be tax-deductible.

REHEMA HOME MAY PROVIDE

Depending on availability, Rehema Home may provide:

- Guidance on event planning
- A representative from Rehema Home to attend and/or speak (some exclusions apply)
- Rehema Home promotional materials such as brochures or informational cards
- Tax receipts for qualifying contributions
- An event-specific online donation link or ticket sales link, presuming a minimum of 3 weeks before sales open

THE COMMUNITY ORGANIZER IS RESPONSIBLE FOR

- planning and administering the fundraiser;
- event expenses unless otherwise agreed in writing;
- obtaining applicable permits, licenses, and insurance;
- risks and liabilities associated with the fundraiser;
- recruiting and supervising volunteers;
- complying with applicable laws, regulations, and facility requirements;
- accurately describing the amount or portion of proceeds that will benefit Rehema;
- coordinating significant donor and sponsor solicitations with Rehema;
- maintaining reasonable records of event revenue, expenses, and calculation of proceeds; and
- promptly remitting all amounts represented as benefiting Rehema Home and records upon request.

AFTER THE EVENT

- Celebrate your success! You are encouraged to send us photos and details to share with our community.
- Funds due to RH must be submitted **no later than 15 business days** following event completion.
- Checks should be made payable to "Rehema Home" and reference the name of the event in the memo field
- We welcome feedback about what worked/what you learned. Your experience may help future fundraisers.



info@rehemahome.org
585.833.5748 call or text
1029 Lyell Ave., Unit #530
Rochester, NY 14606

COMMUNITY FUNDRAISING AGREEMENT

Title of Fundraising Event: _____

Date(s): _____

Location/Online Platform: _____

Fundraising Description: _____

Requested Fundraising Purpose: ☐ Greatest area of need or ☐ Specific Purpose _____

A specific fundraising purpose must be approved by RH in writing before it is communicated to donors or fundraising begins.

TYPE OF FUNDRAISER

Please check the option that best describes your fundraiser. See page 1 of guidelines for more details.

- ☐ **Direct charitable contributions to Rehema Home** - Donors will make gifts directly to Rehema Home by online donation, check, or another Rehema-approved method.
- ☐ **Independent community event (net proceeds benefit Rehema)** - The Organizer will collect event revenue, pay event expenses, and remit the remaining net proceeds to Rehema.
- ☐ **Independent community event (all proceeds benefit Rehema)** - The Organizer will either have no event expenses, will make a personal donation of expenses or will find someone to underwrite event expenses. All proceeds gathered at event are paid out to Rehema Home.
- ☐ **Independent community event (percentage or specified amount benefits Rehema)**
☐ Percentage of sales/proceeds: _____ % OR ☐ Specified contribution amount: \$_____
- ☐ **Rehema-operated or Rehema-administered event** - Rehema will receive event revenue directly and will handle approved expenses according to its financial procedures.
- ☐ Other approved arrangement: _____

HOW WILL FUNDS BE COLLECTED? Check all that apply:

- ☐ Rehema Home online donation link
- ☐ Rehema Home ticketing/event link
- ☐ Checks payable to Rehema Home
- ☐ Cash donations to be remitted to Rehema Home
- ☐ Event ticket or registration revenue collected by Organizer
- ☐ Restaurant/business sales promotion
- ☐ Sponsorships
- ☐ Other: _____

EVENT EXPENSES

Will the fundraiser have expenses?

- ☐ No ☐ Yes — Estimated expenses: \$_____

Who will pay the expenses?

- ☐ Organizer ☐ Rehema Home, if approved in advance ☐ Other: _____

If the Organizer will deduct expenses before remitting proceeds to Rehema, the fundraiser must be promoted accurately as benefiting Rehema through net proceeds, a percentage of proceeds, or another approved formula.



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COMMUNITY FUNDRAISING AGREEMENT

Requested from Rehema Home:

- ☐ Logo
☐ Speaker (Time: _____)
☐ Printed Materials (Quantity: _____)
☐ Online donation link (if selected, please provide any additional details below)
☐ Event ticketing link (If selected, please provide any additional details: i.e. ticket price, description, deadlines, etc.)

Additional details: _____

Primary Contact Name: _____

Phone: _____ ☐ call ☐ text Email: _____

ORGANIZER AGREEMENT

By signing below, I acknowledge and agree that:

- I have read and will follow the Rehema Home Community Fundraising Guidelines.
- My fundraiser is not approved until Rehema Home provides approval.
- I will accurately communicate to donors and participants whether charitable contributions, gross proceeds, net proceeds, a percentage of proceeds, or a specified amount will benefit Rehema Home.
- Charitable contributions made directly to Rehema Home will not be retained, redirected, distributed, or used by me to pay event expenses.
- I will promptly remit to RH all funds or proceeds represented to the public as benefiting Rehema Home.
- Once funds have been contributed to or received by Rehema Home, Rehema Home is responsible for decisions regarding their expenditure and distribution, consistent with any donor restrictions accepted by Rehema.
- I may propose or recommend a particular fundraising purpose but may not independently direct, spend, redirect, or distribute Rehema Home funds.
- I will not make commitments, purchases, promises, or representations on behalf of Rehema Home unless specifically authorized.
- I will not issue charitable tax receipts or promise donors that a payment is tax-deductible.
- I will obtain RH's written approval before using Rehema's name, logo, images, or other identifying materials.
- I understand that approval of this fundraiser does not create an employment, partnership, joint venture, or agency relationship with Rehema Home.
- I understand RH may withdraw approval/decline to serve as beneficiary if fundraiser is conducted inconsistently with these Guidelines or creates legal, financial, reputational, safeguarding, or mission-related concerns.
- I understand raffles, games of chance, or other state-regulated fundraising activities are subject to greater scrutiny and limitations.

The Organizer assumes responsibility for risks and liabilities associated with the independently organized fundraiser and agrees to indemnify, hold harmless, and defend Rehema Home from claims or losses arising from or related to the fundraiser, to the extent permitted by law.

Organizer Signature: _____

Printed Name: _____

Date: _____

OFFICE USE ONLY	Approved? ☐ yes ☐ no ☐ with conditions
	Approved Fundraising Purpose: _____
	Agreed Financial Arrangement ☐ Direct charitable contributions to Rehema ☐ Net proceeds to Rehema Home ☐ All proceeds to Rehema Home ☐ Percentage of proceeds: _____ % ☐ Specified amount: \$ _____ ☐ Rehema-administered event ☐ Other: _____
	Approved by: _____
	Printed: _____ Date: _____