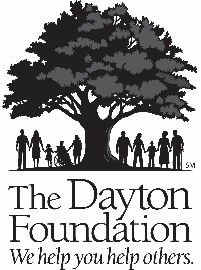
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**Guidelines for Fund-Related Events**

When a fundraising event is organized to benefit a fund of The Dayton Foundation, the IRS and the State of Ohio hold the Foundation responsible for providing appropriate receipts and oversight. For this reason, all events benefitting Foundation funds are subject to the *Fundraising Policies and Procedures for Component Funds of The Dayton Foundation* and the guidelines covered in this document.

**Application Procedure**

All events conducted by funds of the Foundation are required to submit the *Application to Hold a Fund-Related Event*. This application should be submitted to the responsible staff person for your fund at least **two months prior to the date of the event.**

**Types of Funds**

Fees and services related to events vary by the type of fund.

Charitable Checking AccountsSM

* No fees
* Not invested
* Acknowledgement letters will be sent for charitable gifts
* Cannot pay event expenses

Donor-Advised or Committee-Advised Funds

* Community investment fee according to the Foundation’s fee schedule
* Balance is invested, and investment manager fees are deducted on a percentage basis
* Acknowledgement letters will be sent for charitable gifts
* Can pay event expenses

Event Funds

* **There is a fee of $750 per event.**
* Not invested
* Acknowledgement letters will be sent for charitable gifts
* Can pay event expenses
* Eligible for use with third party event organizers or registration sites

**Contracts with Event Vendors**

Because your fund is a component fund of The Dayton Foundation, any contract with an event venue, caterer or other vendor must be approved by the Foundation. Additionally, all contracts must be written between The Dayton Foundation and the vendor, not in the name of the fund. As a fund advisor, you do not have legal authority to sign a contract on behalf of the Foundation. The responsible staff person for your fund can assist you with the proper approval and signatures from The Dayton Foundation.

**Payment of Event Expenses**

All expenses associated with the fundraising event must be met by the event organizers, either through contributions from event participants or from underwriting. Events approved by the Foundation must have a realistic expectation of netting 60% or more of gross revenues. The Dayton Foundation, at its discretion, may require you to submit an event budget detailing expected income and expenses to show how you will meet this goal.

Event expenses may be paid through the Foundation using the standard program expense procedure associated with Donor- or Committee-Advised Funds, and Event Funds. This procedure consists of completing a program expense form and submitting it with the appropriate approval and documentation. The responsible staff person for your fund can assist you with this process. Charitable Checking Accounts are not eligible to pay expenses.

**Receipt of Event Income**

The Dayton Foundation will provide event organizers with a deposit slip to record contributions. This sheet must be completed each time an event-related deposit is made to the fund.

**No cash gifts** will be accepted by the Foundation. If cash is collected at an event, the event organizers will need to obtain a cashier’s check or money order, or write a personal check for the amount to be deposited into the fund.

Contribution checks should be made payable to “The Dayton Foundation” with the name of the designated fund and specific fund number included on the memo line.

**Credit Card Gifts**

Contributions may be received by credit card via the payment portal on The Dayton Foundation’s website. The Foundation can provide a unique link to your fund for your event website, if requested. Donors may at any time use personal devices to access the payment portal online and enter their payment information.

It is Foundation policy that staff and volunteers may not enter credit card gifts for donors. We also strongly recommend that your fund’s committee members and volunteers follow this policy for their own protection.

If you choose to use a vendor to manage gifts and registrations, please refer to the section titled Third Party Event Sites.

**Pledges**

Please inform your contact person at The Dayton Foundation if pledges are part of a fundraising campaign.  A “pledge” consists of any commitment in writing that promises a future payment. Copies of all pledge forms must be submitted to The Dayton Foundation to facilitate tax reporting.

**Advertisement and Promotional Materials**

All publicity materials must be reviewed and approved by The Dayton Foundation’s Marketing and Public Relations department in advance. If media coverage is expected, please discuss this in advance with the responsible staff person for your fund. All fundraising materials should make clear that funds are being raised “*for the benefit of the [name of fund], a component fund of The Dayton Foundation*.” The Foundation can provide you with a special logo for component funds at your request.

This policy also applies to any online activity that includes the name of your fund, such as event websites, fund websites, social media pages and online registration pages. The responsible staff person for your fund should be made aware of all online presence associated with your fund.

**Insurance**

Funds of The Dayton Foundation and the events relating to those funds usually are covered by the Foundation’s liability insurance. However, additional documentation regarding events may be required by the insurance company. Staff will notify you of needed documentation upon approval of your event application. If alcohol will be served at your event, please review the Alcohol Policy below for required documentation.

**Alcohol Policy**

The Dayton Foundation **will not** apply for a liquor permit for any event. Therefore, the service of alcohol must be approved pursuant to a permit held by the caterer, venue or other organization associated with the event. Only employees of the permit holder may serve alcohol at the event. In no instance shall volunteers or others serve alcohol.

The holder of the liquor license relating to the service of alcohol at your event will be required to submit the following to The Dayton Foundation:

* Copy of the State of Ohio Liquor Permit,
* Certificate of Liability Insurance provided by the holder of the liquor license and by the caterer serving the alcohol, and
* Liquor Liability Indemnification agreement holding the component fund and The Dayton Foundation harmless (indemnification agreement is provided to you by the Foundation).

**Silent and Live Auctions**

If charitable deductions are desired for auction items, the items and their purchasers must be tracked using the Foundation’s *Tracking Auction Contributions* spreadsheet and submitted to the responsible staff person for your fund.

Donors of auction items are responsible for providing the fair market value of these items, which should be displayed on the bid sheets. Only individuals whose winning bids are more than the stated fair market value may receive a tax deduction for their purchases. Acknowledgment letters provided for this purpose are split-gift acknowledgements and require use of an Event Fund, as well as the *Tracking Auction Contributions* spreadsheet.

An in-kind gift acknowledgement of a donated item may be provided at the donor’s request. An in-kind acknowledgement letter states the item that was donated but does not include a dollar amount.

**Raffles**

There is no charitable gift involved in the purchase of a raffle ticket. No gift acknowledgement will be issued for money collected through this means.

**Acknowledgment of Contributors**

The Dayton Foundation will acknowledge qualifying contributions to your fundraising event. The acknowledgement letter will contain the amount of the contribution, the date on which the contribution was made and a description of the goods and services provided in exchange for the contribution, if applicable. If donors are receiving split-gift acknowledgments for contributions where some benefit was received, the letter will explain that the charitable deduction is limited to the excess of the contribution over the fair market value of such goods and services.

**Third Party Event Sites**

The Dayton Foundation does not provide registration services or event planning services. However, there are many third party organizations and/or websites available that provide services, such as online registration, donor tracking, acknowledgement letters, web presence, etc. We are happy to work with these organizations to coordinate the receipt of proceeds to your fund. Staff can give you the names of organizations we have worked with previously or if you have an alternative vendor, please submit information for that vendor with your event application so they can be properly vetted and approved. Extensive coordination or receipt of individual contributions may require the use of an Event Fund.

**Contact the Foundation**

If you have questions or need additional information about these policies, please contact the responsible staff person for your fund. This will be The Dayton Foundation staff person who interacts with you most about your fund and who is listed on your quarterly fund statements.