



Dear Potential Partner,

Raise the Future is pleased to be selected as the beneficiary of financial support from special fundraising programs, events, or projects by generous individuals, groups, and organizations. The support we receive makes a huge difference in the lives of hundreds of kids waiting in foster care and the families we serve.

Raise the Future defines a third-party Event or Promotion as any fundraising activity by a non-affiliated group or individual where Raise the Future has no financial or marketing responsibility and little or no staff involvement. Examples include but are not limited to: donation drives, in-store promotions, and fundraising parties.

The following materials are included in this packet to help you begin your fundraising efforts for Raise the Future:

- Third Party Fundraising Guidelines
- Answers to Frequently Asked Questions
- Third Party Fundraiser Application

Thank you for your commitment to improving the lives of youth in our community. With your help, we can ensure that all children have a family today and for the rest of their lives.

If you have additional questions, please contact RSVP@raisethefuture.org.

Warm regards,

Raise the Future

Statement of Purpose

Raise the Future appreciates the many people and organizations that want to fundraise to support our work connecting the children in foster care with the caring adults who become stable forces in their lives; however, only those third-party events that meet specific criteria and benefit Raise the Future will be considered for approval. ***Each event will be reviewed on a case-by-case basis.***

Definitions

"Third Party Fundraising Event/Campaign": A fundraising activity by a non-affiliated group or individual, in which Raise the Future has no financial responsibilities and little or no staff involvement.

"Event Organizer/Coordinator": Person, group, organization, or business hosting a third-party fundraising event to benefit Raise the Future.

Event Application and Approval

Please review these third-party fundraising guidelines before completing the attached application.

Please note that:

- Approval by Raise the Future must be obtained in writing before you promote, advertise, or hold your event or campaign.
- Annual events should be registered with Raise the Future each year.
- Raise the Future reserves the right to refuse funds raised at unapproved events and activities.

You will receive notification regarding approval or decline of your third-party fundraiser application within five (5) business days from receipt of your application. If your application is approved, you will be provided with Raise the Future's brand guidelines for promotion.

How Can Raise the Future Help?

- Offer advice and event planning expertise
- Provide promotional materials for approved fundraisers
- Provide and approve use of Raise the Future logo
- Limited promotion of event through our website, social media, and/or email
- Provide a letter of authorization and validation to assist in fundraising
- Provide tax acknowledgement letters for donations made payable directly to Raise the Future. Only in-kind gifts and donations made directly to Raise the Future will be considered tax deductible.

Unfortunately, Raise the Future CANNOT:

- Provide funding or reimbursement for expenses
- Provide donor or vendor information
- Solicit businesses or vendors for financial or in-kind support
- Guarantee event attendance by staff, volunteers, or other supporters
- Guarantee any promotional assistance



Frequently Asked Questions

Q. Why do I need to complete the agreement form?

A. This agreement form outlines all expectations of Raise the Future for your fundraising event or promotion, as well as making you aware of what to expect from us. The brand image of Raise the Future is important, and we want to maintain its integrity by ensuring that all community and corporate fundraisers are successful and have the correct materials. If you choose not to complete the agreement, Raise the Future's name and logo may not be used.

Q. Who should sign this agreement form?

A. Whoever is going to be the main contact for the fundraising event should sign the agreement.

Q. After I submit my application form, how long is the approval process?

A. You will hear back regarding your application within five (5) business days.

Q. How long will this agreement last?

A. Most third-party agreements will be limited to a one-month time frame. At the end of the one-month time period, the donor is requested to submit all funds to Raise the Future.

Q. To whom should I make checks payable after the fundraiser?

A. Please make checks payable to *Raise the Future* and mail within 30 days to:

Raise the Future
Attn: Development Department
1325 S Colorado Blvd, Ste B700
Denver, CO 80222

Q. Can I use the organization's sales tax exemption number?

A. Unfortunately, sales tax laws do not allow third party event coordinators to use our tax-exempt status for purchases.

Q. Can I use Raise the Future logo to help promote my event or in marketing materials?

A. Yes. Once your event application is approved, you will receive the organization's brand guidelines and logo. All event material containing our name or logo must be sent to Raise the Future for approval prior to printing or distribution. Logo use approval takes approximately two (2) business days.

Q. Can someone from Raise the Future attend or speak at my event?

A. Because of the large demand on staff time, we can't guarantee attendance at your event.

Q. How do donors receive a charitable gift receipt from Raise the Future?

A. Raise the Future can issue gift receipts to substantial donations ONLY if the donation is made directly to the organization. There are complex regulations around the distribution of charitable tax receipts, and the ability to issue receipts cannot be delegated to another entity. This includes donations of money, in-kind items, and services. In order to provide tax deductible acknowledgement letters, the following information will need to be provided for each donor:

- First and last name
- Full mailing address
- Donation amount (donation must be made directly to Raise the Future, not to the third party)

Q. Can funds raised be used for expenses?

A. We recognize that some third-party coordinators may need funds to run an event and pay reasonable expenses. However, Raise the Future cannot fund or financially support community fundraisers. Third party coordinators are responsible for covering all expenses and will not be reimbursed by Raise the Future. For this reason, as you start to collect money, you will want to keep some funds on hand to help pay your expenses. In your planning process, make sure to develop a budget reflecting the type of event you are having and the costs related to the event. Please submit your budget along with this application. If you are deducting expenses before sending net proceeds to Raise the Future, you should not state or imply to your donors that any funds given to you are tax deductible, and you should not use the word "donation" because it implies that they are tax deductible. We recommend using the phrase "Proceeds will benefit Raise the Future."

Q. Can I have a silent auction at my event to raise more funds?

A. Yes; however, Raise the Future is unable to procure silent auction items for your event and cannot facilitate your auction.

Q. Can I have a raffle or drawing at my event to raise additional funds?

A. It's critical to note that Raise the Future DOES NOT hold a raffle license that can be applied to third party fundraising events. All raffles or drawings are required to hold a license under Colorado State Law. If you hold a raffle without obtaining your own raffle license, you will be conducting an illegal raffle according to Colorado State Law and will be subject to review by Colorado Gaming Commission. If you do hold a raffle license, please provide current raffle license information (organization name, raffle manager name, and license number) to your contact at Raise the Future prior to holding a raffle.

Q. Can Raise the Future provide volunteers for my event?

A. We cannot provide volunteers. To recruit volunteers for your event, we recommend that you reach out to friends, family, and members of your community.

Q. Does Raise the Future provide event insurance?

A. Third-party event coordinators agree to obtain all required permits or licenses for the event. Because Raise the Future is the ultimate beneficiary of your event and has no direct involvement in managing the fundraiser, we cannot provide event insurance.

Q. Can Raise the Future provide publicity or contacts with the media?

A. Our staff is unable to provide media contacts or publicity for individual events to outside media sources. We recommend that you put together your own media plan.

Q. What type of recognition opportunities are available for me/my group?

A. Below is a list of recognition opportunities available:

Donation of \$500

- Tax deduction to the full extent of the law and acknowledgement letter when donation is made
- Recognition on at least one of our social media channels

Donation of \$501 - \$1,000

- Tax deduction to the full extent of the law and acknowledgement letter when donation is made
- Recognition on at least one of our social media channels
- Name listed on third party event page on our website (text linked to your website)

Donation of \$1,001 - \$2,001

- Tax deduction to the full extent of the law and acknowledgement letter when donation is made
- Recognition on at least one of our social media channels
- Logo listed on third party event page on our website with link to your website
- One event promotional social media post

Donation of \$2,001 - \$5,000

- Tax deduction to the full extent of the law and acknowledgement letter when donation is made
- Recognition on all our social media channels
- Logo listed on third party event page on our website with link to your website

Donation of \$5,001+

- Tax deduction to the full extent of the law and acknowledgement letter when donation is made
- Recognition on all of our social media channels
- Logo listed on third party event page on our website with link to your website
- Blog post on our website with event photos*
- Acknowledgement in Raise the Future Board Update

**Blog posts must be written by your staff/volunteers and approved by Raise the Future before being included on our website*



Third Party Fundraiser Application

Please Note: This document applies only to event organizers who wish to use Raise the Future's name or logo in promoting a public fundraising event or campaign. If you are organizing a private event or internal company event, you do not need to complete this form.

Third Party Organization Information

Group/Organization: _____

Contact Person: _____

Mailing Address: _____

Phone: _____ **Email:** _____

Proposed Event/Campaign Details

Name of Proposed Event: _____

Description of Event: _____

Date(s) of Event: _____

Time: _____

Venue Name: _____

Event Website: _____

Event Social Media: _____

How Will Funds Be Raised?

- ☐ Sponsorships
- ☐ Ticket Sales
- ☐ Auction
- ☐ Raffle* Donations
- ☐ Other (please specify): _____

**See FAQ re: Raffles*

What are the estimated gross proceeds of your fundraiser? _____

What are the anticipated expenses of your fundraiser? _____

Will proceeds be divided among multiple beneficiaries? _____

If so, who are the other beneficiaries? _____

How will proceeds be divided? _____

How do you plan to promote your fundraiser? _____

Are you requesting support from Raise the Future? _____

If yes, what are your requests? _____

Please note: Support from Raise the Future is not guaranteed.

The undersigned hereby agrees and acknowledges on behalf of _____
(organization) that Raise the Future will not be liable for anything associated directly or indirectly with the event organizer or the event/campaign, including but not limited to: expenses; purchases; damage, accidents, or thefts to individuals or property; and insurance or liability coverage.

Print Name: _____

Organization: _____

Signature: _____

Date: _____

Please mail or email your completed application to:

Raise the Future
Attn: Development Team
1325 S Colorado Blvd, Ste B700
Denver, CO 80222
RSVP@raisethefuture.org
Phone: 303.755.4756

***Once your application is received, it will be reviewed and either accepted or declined.
You will hear from a Raise the Future representative within five (5) business days of receipt.***