

# Berkshire Taconic Community Foundation

## Fundraising Guidelines for Component Funds

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Fund advisors or volunteers may wish to add to a Berkshire Taconic Community Foundation (BTCF) component fund through appeals/solicitations and/or by special fundraising events. Although BTCF is limited in its available resources to assist directly with all fundraising activities undertaken for the benefit of its funds, the Foundation wants to support its donors' commitment to and enthusiasm for these activities. Because a number of significant tax, accounting and other issues related to fundraising arise, these policies have been developed to protect donors, fundraising groups and the Community Foundation. It is important to understand and abide by the information presented in these guidelines in order for us to fully comply with the nonprofit purpose of the funds entrusted to us, as well as national standards for Community Foundations.

An **appeal/solicitation** is a request, usually by mail, for a tax-deductible donation from potential donors. In the case of a **special fundraising event**, the potential donor receives a partial benefit from his or her gift, with the surplus money deposited into the component fund. These events are typically benefit dinners, golf tournaments, auctions and/or raffles. The Foundation reserves the right to determine whether the donor will receive a tax deduction and acknowledgement letter, depending on the circumstances of the gift and applicable IRS guidelines.

Your group must submit an application no later than 30 days before the appeal or event. The Foundation will review and respond to the application within 7 business days. BTCF will issue tax receipts for all gifts, it deems appropriate. The tax receipt date will be the date the funds are received by the foundation. Checks dated earlier than 60 days prior to the receipt may be returned by the donor's bank. Please note that no group may enter into an agreement on behalf of BTCF without the Foundation's written consent. The Foundation's tax ID or sales tax exemption may not be used for any purpose. Letters acknowledging donations will be issued by BTCF upon confirmation of fair market value of the goods and its receipt by the fundraising team. Pro bono services are not considered a tax deductible donation.

Fundraising groups are responsible for all expenses for events or solicitations. Expenses may be reimbursed by the component fund if the Berkshire Taconic Community Foundation pre-approves them. Reimbursement requests should be submitted no later than 45 days after the event or solicitation. Expenses may not be reimbursed from a donor-advised fund.

Please be aware that BTCF accepts all major credit cards as donations through our website at [www.berkshiretaconic.org](http://www.berkshiretaconic.org). Credit card companies charge a 3% transaction fee on all gifts.

BTCF has reviewed the idea of crowdsourcing such as Indiegogo or Kickstarter as a fundraising tool for our existing fund holders. We have determined that this tool is not a good fit to raise money for an existing fund at BTCF for a variety of technical and legal reasons. If you are looking at online options for fundraising, we recommend that you consider directing donors to our website to make donations to the appropriate fund on the drop-down menu or use more traditional methods to direct cash, checks or securities be sent to BTCF.

**For inquiries please contact Shela Hidalgo: [shidalgo@berkshiretaconic.org](mailto:shidalgo@berkshiretaconic.org) (413) 429-8418.**

**Application for Fundraising  
By Appeals/Solicitations**

Name of Component Fund: \_\_\_\_\_

Date of Planned Appeal: \_\_\_\_\_

Contact(s) for Appeal:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

(See over for definition and checklist)

Description of appeal, range of mailing, number of solicitations, etc.:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How much is expected to be raised? \_\_\_\_\_

These funds will be designated for:  Endowment  Spendable

Please note that monies designated for spendable are assessed a 10% fee.

**I have read, understand and accept these guidelines for fundraising.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

Please mail, fax or email application form to Shela Hidalgo [shidalgo@berkshiretaconic.org](mailto:shidalgo@berkshiretaconic.org) or call (413) 429-8418 with any questions.

## Berkshire Taconic Community Foundation

800 North Main Street, PO Box 400 Sheffield, MA 01257-0400

t: 413.229.0370 f: 413.229.0329 e: [info@berkshiretaconic.org](mailto:info@berkshiretaconic.org) [www.berkshiretaconic.org](http://www.berkshiretaconic.org) 12/7/15

# Fundraising Procedures for Component Funds

## By Appeals/Solicitations

After establishing a component fund at Berkshire Taconic Community Foundation, many donors and volunteers continue to fundraise for that fund. The responsibilities of BTCF and the group fundraising through appeals or solicitations are as follows:

### **Berkshire Taconic Community Foundation**

- Reviews & approves draft appeal to ensure compliance with IRS guidelines and references to BTCF are correct.
- Confirms appeal meets the intent of the fund's purpose and spending type (endowment or distribution)
- Accepts gifts in all forms for deposit into component fund(s)
- Provides tax receipts to donors

### **Fundraising Group**

- Sends fundraising application to BTCF 30 days prior to solicitation with draft of appeal & other relevant documentation
- Promotes fund
- Distributes appeal
- Complies with applicable laws
- Pays related expenses (If expenses are pre-approved by BTCF, submits expenses to BTCF for payment or reimbursement.)

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### **Checklist for Appeals/Solicitations:**

- \_\_\_\_\_ Submit the Application for Fundraising at least 30 days prior to the appeal distribution. Include a copy of all promotional materials, solicitation letters or other publicity that will be used for appeal.
- \_\_\_\_\_ Promotional materials should indicate that funds are being raised on behalf of a particular fund of Berkshire Taconic Community Foundation rather than by BTCF. For example, "This appeal is to support the XYZ Fund of the Berkshire Taconic Community Foundation."
- \_\_\_\_\_ Checks donated through a solicitation must be payable to Berkshire Taconic Community Foundation on behalf of the fund. You may choose to have the donors send the checks directly to BTCF. If not, please submit a batch of checks with an itemized breakdown, including donor names and addresses, to BTCF within one week of receipt. The tax receipt date will be the date the funds are received by BTCF. Checks dated more than 60 days may be returned by the donor's bank. (\*If checks are returned by the bank, BTCF charges the fund the returned check fee and it is the responsibility of the advisor to contact the donor for a replacement check(s).)
- \_\_\_\_\_ Expenses may be submitted for payment if BTCF pre-approved them. Payment to vendor requires an original invoice. Reimbursement requires copy of invoice and proof of payment to vendor. You may not use BTCF's tax ID or sales tax exemption for any purposes. Reimbursement requests should be submitted no later than 60-days after the appeal or solicitation. Please note: expenses may not be reimbursed from a donor-advised fund.
- \_\_\_\_\_ Contact BTCF staff if gifts of tangible property are expected (art work, real estate, etc.). In order for a tax receipt to be issued, an independent appraisal is necessary.

**Questions? Please contact Shela Hidalgo at [shidalgo@berkshiretaconic.org](mailto:shidalgo@berkshiretaconic.org) or (413) 429-8418.**

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**Application for Fundraising  
By Events/Tournaments/Raffles/Auctions**

Name of Component Fund: \_\_\_\_\_

Date of Planned Activity: \_\_\_\_\_

Contact(s) for Activity:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

(See over for definition and checklist)

Description of Activity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How much is expected to be raised? \_\_\_\_\_

These funds will be designated for:  Endowment  Spendable

Please note that monies designated for spendable are assessed a 10% fee.

**I have read, understand and accept these guidelines for fundraising.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

Please mail, fax or email application form to Shela Hidalgo [shidalgo@berkshiretaconic.org](mailto:shidalgo@berkshiretaconic.org) or call (413) 429-8418 with any questions at least 30 days prior to underlined event.

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# Fundraising Procedures for Component Funds

## By Events/Tournaments/Raffles/Auctions

After establishing a component fund at the Berkshire Taconic Community Foundation, many donors and volunteers continue to fundraise for that fund. The responsibilities of BTCF and the group fundraising through events/tournaments/raffles/auctions are as follows:

### Berkshire Taconic Community Foundation

- Reviews draft event materials to ensure compliance with legal regulations and BTCF is appropriately referenced
- Confirms promotional materials meet the intent of the fund's purpose and spending type (endowment or spendable)
- Accepts event proceeds for deposit into component fund(s)
- Provides tax receipts for proceeds as appropriate
- Requires appropriate insurance coverage for all events

### Fundraising Group

- Sends fundraising application to BTCF 30 days prior to event
- Promotes the fund
- Complies with applicable laws
- Obtains licenses and permits as required
- Obtains liability insurance naming BTCF as additional insured
- Sends acknowledgements to event participants
- Pays related expenses (If expenses are pre-approved by BTCF, submits expenses to BTCF for payment or reimbursement).

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### Checklist for Events/Tournaments/Raffles:

- \_\_\_\_\_ Submit the Application for Fundraising Event at least 30 days prior to the event. Include a copy of all promotional materials or other publicity that will be used for this event. Please also attach copies of any relevant license or insurance forms. The use of BTCF's name and logo must be authorized by foundation personnel.
- \_\_\_\_\_ Promotional materials should indicate that funds are being raised on behalf of a particular fund of Berkshire Taconic Community Foundation rather than by BTCF. For example, "This benefit is to support the XYZ Fund of the Berkshire Taconic Community Foundation."
- \_\_\_\_\_ Checks may be payable to the particular fund or to BTCF on behalf of the fund. Please submit a batch of checks with an itemized breakdown, including names and addresses, to BTCF within one week of receipt. Checks dated more than 60 days may be returned by the donor's bank. (\*If checks are returned by the bank, BTCF charges the fund the returned check fee and it is the responsibility of the advisor to contact the donor for a replacement check(s).)
- \_\_\_\_\_ Expenses may be submitted for payment if BTCF pre-approved them. Payment to vendor requires original invoice. Reimbursement requires copy of invoice and proof of payment to vendor. Reimbursement requests should be submitted no later than 60 days after the event or solicitation. Please note: expenses may not be reimbursed from a donor-advised fund. You may not use BTCF's tax ID or sales tax exemption for any purposes.
- \_\_\_\_\_ Some proceeds from a fundraising event are not considered a charitable donation such as ticket sales, T-shirts, golfing or meals. Any donation received above the fair market value of the item is considered a charitable donation. BTCF will only acknowledge charitable donations above \$250.
- \_\_\_\_\_ Contact BTCF staff if gifts of tangible property are expected (art work, real estate, etc.). In order for a tax receipt to be issued, an independent appraisal is necessary.

Questions? Please contact Shela Hidalgo at [shidalgo@berkshiretaconic.org](mailto:shidalgo@berkshiretaconic.org) or (413) 429-8418.

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