



## Chapter Fundraising Guidelines

1. All fundraising activities must be preapproved by your Regional Leader(s) and Dining for Women home office.

Before you get started on your fundraiser, please submit the online Fundraising Approval Form at: <http://diningforwomen.org/fundraising-approval-form/>. This form is sent directly to your Regional Leader who will review the proposed fundraiser and forward it to DFW home office for approval.

2. Your Regional Leader and DFW home office must be informed about any fundraisers in collaboration with a national brand or organization. DFW may already have or be in the process of establishing a national-level relationship with that company.
3. Fundraising events or activities must follow all applicable federal, state and local laws. For example, raffles are not legal in all states. It is the chapter's responsibility to check all state regulations before planning a raffle or chance drawing.
4. The following events and activities are not permitted:
  - Any event or activity that could potentially exclude, discriminate against or alienate DFW members or the public based on religion, race, sexual orientation or gender.
  - Any event or activity with a focus on raising money for organizations or causes that DFW has not previously funded and, therefore, vetted. For example, allowing a local charity to hold a fundraiser at a DFW meeting.
  - The sale of products by companies or organizations unless approved by DFW home office. For example, a chapter member selling Mary Kay cosmetics at a DFW meeting.
5. All contracts with fundraising vendors in the name of DFW must be signed by the Executive Director or Board Chair. DFW volunteers cannot enter into any contractual agreements on behalf of DFW whether written or expressed. This includes, but is not limited to vendor agreements, hotel or catering contracts, facility rentals, etc.
6. All DFW branding requirements must be followed. Chapter Branding Guidelines and DFW logos can be found on our website at <http://diningforwomen.org/lead/chapter-resources/> (See "DFW branding and creating materials").

7. DFW chapters may not open bank accounts.
8. Official tax receipts can only be issued by DFW home office.
9. Due to federal regulations, DFW cannot issue tax receipts for funds received in exchange for goods and services. For example, tax receipts cannot be provided for tickets to a fundraising event or for auction/raffle items.
10. Costs for implementing the fundraising event or activity (i.e. materials or facility costs) may be subtracted from proceeds, although chapters are encouraged to solicit in-kind donations in order to keep the costs as low as possible. Please see the In-Kind Donations instructions and use the In-Kind Donation form. (Go to <http://diningforwomen.org/lead/chapter-resources/> and see “Collecting Donations and Fundraising”)
11. DFW home office cannot provide petty cash to chapters organizing events or fundraising activities. If costs must be incurred prior to the event, these expenses must be paid by DFW home office directly. Volunteers who cover any pre-event costs must submit an expense report, with receipts.
12. All proceeds from fundraising activities must be sent by check to DFW home office within 30 days of the activity/event. Be sure to complete and include the Non Program Donation/Revenue Form with your fundraiser proceeds. This form can be found on our website at: <http://diningforwomen.org/lead/chapter-resources/> (See “Collecting Donations and Fundraising”)
13. Do not mail cash to DFW home office. You can accept cash at your fundraiser, but you will need to consolidate any cash proceeds into a check before sending it to DFW.
14. Tell us your story by completing the Fundraiser Summary form. Be sure to indicate whether you would be willing to serve as a reference for other DFW chapters that may want to replicate the event.