



Chapter Fundraising Guidelines

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

Before you get started on your fundraiser, please submit the online [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. An example would be 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 is prohibited.
5. All contracts with fundraising vendors in the name of DFW must be signed by the President of DFW. DFW volunteers may not 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. Please refer to [Chapter Branding Guidelines](#) for DFW font styles and logo usage.
7. DFW chapters may not open bank accounts.

8. Official tax receipts will 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 Policy](#) and use the [In-Kind Donation](#) form to submit checks.
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 [Chapter Fundraiser Proceeds Form](#) with your fundraiser proceeds.
13. Do not mail cash to DFW home office. You may accept cash at your fundraiser. Please consolidate any cash proceeds into a check before sending it to DFW.
14. Share your event in The Dish! Submit event photos through the [Chapter Milestone Submission Form](#).